



DIRECTOR OF DEVELOPMENT POSITION AT JACK'S BASKET

Jack's Basket is a growing non-profit that celebrates babies with Down syndrome. One of the key roles on the leadership team is the Director of Development, who is responsible for a wide range of duties and to achieve annual fundraising targets and reports to the CEO and Founder of Jack's Basket. Attributes that are essential to this role are hard-working, empathetic, results oriented, positive and friendly, has excellent communication skills, organized, and has a heart for the Down syndrome community.

POSITION SUMMARY:

This role leads and implements the organization's fundraising strategy to advance the mission and long-term sustainability of Jack's Basket. This role is externally focused, building upon Jack's Basket's national reach, to oversee all aspects of development - including major gifts, annual giving, corporate and foundation relations, grants, campaigns and events. Through the annual fundraising plan, the Director of Development builds and nurtures relationships with donors, partners and the Down syndrome community. This position works closely with the CEO and provides regular updates to the Board of Directors to meet and exceed annual revenue goals.

Fundraising Strategy & Leadership

- Develop and implement a comprehensive annual fundraising plan aligned with CEO and organizational goals.
- Set revenue targets by campaign in service to overall annual fundraising goals.
- Accountable for achieving fundraising targets and reporting progress to the CEO and Board of Directors.
- Responsible for donor cultivation, solicitation, and stewardship, building upon and enhancing current funding sources.
- Expand Jack's Basket's presence nationally through donor engagement, partnerships, and sponsorships beyond Minnesota.
- Lead cultivation of new donors and funding partners independent of the CEO's existing relationships to broaden and diversify Jack's Basket's donor base.

Donor Cultivation & Stewardship

- Manage a portfolio of major donors; conduct personal solicitations and stewardship meetings.



CELEBRATING BABIES WITH DOWN SYNDROME

- Design and oversee donor appreciation, stewardship communications. Including the cadence of touchpoints throughout the year to retain current donors and attract new donors at varying levels.
- Develop and manage donor recognition and acknowledgements to promote retention, including thank you notes, thank you calls, meetings and other correspondence.
- Work closely with Marketing and Communications to develop fundraising messaging, impact reporting and donor communication pieces.
- Partner with Accounting and Operations in order to maintain accurate donor records and reporting in the CRM.

Grants & Institutional Support

- Develop and execute a grant strategy to achieve annual funding goals.
- Oversee grant research, writing, and reporting to foundations, corporations, and government agencies.
- Maintain relationships with program officers, corporate partners and sponsors to maintain YOY gifts at increasing levels.

Events & Campaigns

- Lead the planning and execution of fundraising events and campaigns, ensuring they meet financial and engagement goals.
- Collaborate with Marketing & Communications to design compelling appeals and event promotion to convert donors at all levels.
- Staff lead for Annual Gala, acting as liaison to event planning and committee.

Team Collaboration & Marketing Integration

- Collaborate with Volunteer Coordinator to galvanize volunteers to 'Pay it Forward' through donating or participating in P2P fundraising events.
- Partner with the Director of Marketing on campaign fundraising goals, to align messaging, branding, printed and digital collateral.
- Provide guidance on donor-centered storytelling and impact communication.

Suggested Performance Metrics:

- Achievement of annual fundraising goals (\$2.0M+) including specific non-gala goals.
- Growth in major donor portfolios and donor retention rates.
- Successful completion of grant applications and reports.
- Execution of high-quality fundraising events and campaigns.
- Increased visibility and alignment of fundraising and marketing/communications strategies.