



www.makewayforbooks.org
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Make Way for Books (MWFB) is a nonprofit 501(c)(3) organization established to promote early literacy in limited-resource areas of southern Arizona. Our mission is to give all children the chance to read and succeed. Make Way for Books is seeking a full-time Director of Development.

POSITION DESCRIPTION: Director of Development

REPORTS TO: Chief Operating Officer

SUPERVISES: N/A (but will have support)

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Full Time (1.0 FTE)

POSITION SUMMARY

The Director of Development is responsible for initiating and managing the organization's friend-raising, fundraising, and community engagement strategies, including donor cultivation, business and partner relationships, special events, and visibility of Make Way for Books in the community. A successful candidate will personally and professionally exhibit the MWFB core values that can be found at our website at makewayforbooks.org/our-core-values.

ESSENTIAL DUTIES:

- Implement an annual fund development schedule to correspond to the strategic plan, fundraising and development plan, and organizational budget. Utilize creative, as well as traditional strategies, to develop and execute a plan to diversify funding base and increase individual donations. Identify donors and prospects to visit by analyzing the best and most current information available as well as in GiftWorks and other resources.
- Develop and manage a portfolio of donors and prospects. Cultivate, solicit, and secure gifts of varying size.
- Collaborate with MWFB team members to implement targeted campaigns to meet MWFB fundraising priorities and goals such as direct mail, web-centric fundraising techniques, fundraising events and special projects. Track trends by response to campaign/donations and adjust development plan/schedule accordingly.
- Maintain a high level of positive visibility for the organization in the community at large. Articulate the organization's mission; serve as a key MWFB's spokesperson and as MWFB's representative at community events, networking events, and tabling opportunities to increase the visibility and awareness of MWFB and what we do.

- Strategically involve the Chief Executive Officer, Chief Operations Officer and/or identified board members in the cultivation and solicitation of top donor prospects.
- Develop and prioritize high-impact strategies to promote growth of special events and identify new event opportunities. Solicit sponsors, both cash and in-kind, for special events.

Specific Job Skills:

- Ability to build and maintain productive relationships with prospective donors, government officials, private foundations, business and community leaders, and current and potential volunteers.
- Exceptional communication skills, including effective writing and public speaking with the ability to excellently represent Make Way for Books. Excellent interpersonal skills, interacts with a calm, professional, and a positive attitude.
- Outstanding organizational skills, ability to prioritize, and handle multiple projects with deadlines
- Excellent initiative, including the ability to get first appointments with prospects.
- Excellent working knowledge of the ways donors can make charitable gifts, including cash, appreciated securities, real and personal property, charitable remainder trusts, bequests in a will or living trust, charitable gift annuities, etc.
- Excellent computer skills, specifically with Microsoft Office products, social media, and the ability to learn the GiftWorks donor-tracking software utilized by MWFB.
- Ability to maintain donor confidentiality.
- Ability to work within established budgets.

Minimum Qualifications:

- Bachelor's degree, or an equivalent combination of relevant education and experience.
- At least three years of professional fundraising experience and a successful track record in personally cultivating, soliciting, and closing major gifts.
- Demonstrated ability to work in a team-based organization.
- Possession of a valid driver's license and transportation as needed for off-site appointments.
- Proficient in Microsoft Office Suite, social media, and donor database software.
- Demonstrated ability to successfully set, track, review and meet fundraising goals for a non-profit organization, manage a budget, and allocate resources effectively.
- Demonstrated success in working with boards, volunteers, and developing relationships with donors.
- Commitment to the MWFB mission, vision, principles, and core values.

Physical Demands/Working Conditions:

- This position requires a minimum of 40 hours per week and occasional weekends and/or evenings.
- Intermittent physical activity including bending, reaching and lifting heavy boxes; prolonged use of a computer. Able to work in diverse weather for outdoor events: heat, cold and wind.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All MWFB staff members are expected to join with and uphold this commitment.

To apply: Please e-mail a resumé, cover letter, and contact information for three references to ally@makewayforbooks.org. The interview process will include multiple interviews and a presentation. The position will remain open until a qualified candidate is hired. Please no phone calls.