

Title: Director of Development
Reports to: Chief Executive Officer
Location: New York, NY

Scope: Lead, develop, market and manage all aspects of fundraising to fuel growth of the Women's Sports Foundation, including events, foundation grants, individual donors, major giving, endowed gifts and fundraising campaigns. Direct multi-year fundraising strategy and prepare/present development plans and revenue reports. Lead donor cultivation and stewardship.

GENERAL:

- Work with CEO and Chair of Board Development Committee to develop and present a comprehensive development plan for 2018 in conjunction with new organizational strategic plan
- Develop and implement long and short-term fundraising strategies
- Work with leadership team to expand donor base and increase year-to-year giving.
- Work with staff to oversee revenue budget lines and provide revenue reports to CEO and Board
- Provide Finance department with all projections/actuals related to revenue
- Work with CEO to oversee policy for major giving, endowed and planned gifts
- Oversee the administration of the CRM database to track, monitor and analyze donor giving

INDIVIDUAL DONORS:

- Interact with and cultivate donors at all levels through personal outreach and regular communication
- Respond to funding opportunities as they arise
- Create calendar of campaigns to ensure year-round donor engagement
- Develop and oversee donor appeals, mail, digital and social messaging
- Acknowledge all donations through timely, relevant and personal communication

FOUNDATIONS:

- Work collaboratively with Vice President for Research and Evaluation to identify foundation prospects and develop pipeline for grant writing opportunities
- Direct and oversee report process for fulfillment of foundation grants

EVENTS:

- Oversee all efforts related to WSF signature event, Annual Salute to Women in Sports, and create other opportunities for donor cultivation and engagement
- Drive event strategy, calendar and promotion of events

- Review lists and strategy for all invites coordinated with WSF team
- Proactively expand opportunities for donor cultivation and engagement
- Oversee the development of all event material (i.e., invitations, digital/social media, signage, programs/journals)
- Drive special event sales at all levels
- Direct Trustee engagement and create volunteer opportunities
- Serve as liaison with team on all events and development projects, engaging athlete participation

GENERAL ADMINISTRATION:

- Work with corporate sponsorship team on coordinated solicitation efforts
- Develop collateral material to support donor outreach (i.e., fact sheets, annual appeals, annual reports)
- Meetings - Attend and participate in external meetings, senior staff, development team, and staff meetings
- Supervision of Staff and Consultants – Supervise team members as noted above

QUALIFICATIONS:

Required: Exceptional management and contract/program execution skills, quick and creative mind, nonprofit fund raising knowledge and experience and excellent public relations and people skills. Minimum of 10 years' experience in a senior position in development, preferably at the national level. Organizational, communication, research, and writing skills.

- Authentic interest in WSF's mission and a passion for philanthropy
- Ability to think strategically to create viable fundraising plans
- Strong management and collegial skills with ability to work independently and in a team
- Outstanding oral and written communication skills
- Demonstrated success in establishing strong relations with donors and board members
- Mastery of donor software
- Growth mindset

Preferred: Master's degree, 10+ years of fundraising experience, CFRE certified, leadership and management experience in non-profit organization, sports organization, and/or women's sports.

For immediate consideration, please forward a cover letter and resume as attachments in either Word or PDF to: Natoya Curd at HR@WomensSportsFoundation.org. **Please indicate Director of Development in the subject line to ensure proper delivery. No phone calls please.**