



On a mission to succeed

Job Title: **Fundraiser/Development Director**

Salary: \$45,000 Part-time

Reports to: Co-Executive Directors

Type: Part-time (20 hours) 9 am – 5 pm. Some weekend and evening work is required.

How to apply: Submit a cover letter and resume info@fastfathersandsonstogether.org with your name and Fundraiser/Development Director Position in the subject line.
The position will remain open until filled.

Fathers and Sons Together are looking for a Fundraiser/Development Director to join our team and play a crucial role in supporting the organization's work. Our work is centered on prevention vs. intervention. We are a youth development organization that focuses on family development, providing guidance, support, and nurture to families, specifically those of color. We promote lifestyle changes that support improved educational outcomes, improved health, and wellness. Furthermore, participants make better decisions while inspiring community advocacy and engagement from youth and parents alike.

What you should know about Fathers and Sons Together

Studies show that children who enjoy the support of an active father figure display better decision-making skills, are more likely to achieve academically, and do better in the workplace as adults—all of which contribute to the lowered risk of involvement in the criminal justice system.

FAST seeks to aid in creating these bonds by supporting fathers to be present, positive, and active, positioning our youth to become active and able participants in community life as they reach adulthood.

Our focus: Education, Health & Wellness and Positive Social Change

Essential Job Functions:

POSITION OVERVIEW:

Working in partnership with the Executive Director and the Board, the Fundraiser/Director is responsible for creating, planning, and implementing FAST's annual development plan to raise \$500K in FY2022/23. The Fundraiser/Development Director reports to the Executive Director and serves as a member of the FAST Leadership Team. The Fundraiser/Development Director is responsible for annual giving strategies, developing a major gifts program, annual fundraising events, and corporate sponsorships. The ideal candidate for this position will have experience in nonprofit leadership and fundraising practices with experience in all major fundraising strategies—a passion for a transformative power of story and language to revitalize equity, justice, and belonging. Embrace and live FAST's values of belonging, racial equity, transparency & trust, curiosity, and joy. Demonstrate exceptional judgment and integrity. Able to balance strategic vision with operations to keep their eye on FAST's long-term strategic goals while tracking many details and deadlines in day-to-day operations. A team player who understands how to create and nurture a collaborative environment and a skilled mentor and coach for staff and board members.

Reports To: Co-Executive Director's

Position Responsibilities: the **Fundraiser/Development Director** is responsible for:

Fundraising – 40%

- Research identify and contact prospective sponsors and donors.
- Create a strong fundraising message that appeals to potential donors.
- Use online platforms to raise donations.
- Organize campaigns or events to solicit donations.
- Maintain records of donor information.
- Train volunteers in fundraising procedures and practices.
- Ensure that all legal reporting requirements are satisfied.
- Develop an annual calendar for giving campaigns and opportunities.
- Lead and coordinate appeals, create campaigns, and contribute to funder updates (an annual report).
- Grant writing and reporting requirements.

Individual Giving – 20%

- Create a comprehensive development plan to increase the number of donors.
- Work with the Executive Directors and Board of Directors to implement a plan.
- Cultivate individual giving relationships. Identify and execute stewardship opportunities throughout the year to share donors' impact.
- Solicit major gifts by coordinating, scheduling, and regularly reviewing plans and activities.
- Maintain and regularly update acknowledgment letter content.
- Ensure timely delivery of acknowledgments and tax receipts.

Event Management & Sponsorship – 20%

- Work with the Executive Director, Board of Directors, and Committees to produce an annual fundraising event (BreakFAST of Champions).
- Lead audience development, giving strategy, track auction procurement, committee management, communications plan, speech coaching, logistics, and other activities.
- Secure sponsorships.
- Plan and execute an annual major donor cultivation event program.
- Coordinate with Program Manager to secure sponsorships for programs and events.
- Manage and track annual event solicitations.
- Act as staff lead on Development Committee.

Department Planning, Database Management & Administration – 10%

- Manage database, run reports, and maintain accurate records.
- Oversee strategy, budgeting, planning, and tracking for the FAST fundraising program.
- Process gifts, acknowledgments, and thank you letters.

Board Stewardship and Committee Leadership – 5%

- Maintain Board and Board Committee contact lists, maintain Board member files including Board contracts pledges, maintain Board manual, attend Board meetings upon request.

Internal planning and cross-functional support – 5%

- Produce an annual development work plan with metrics tied to overall organizational goals.
- Participate in team check-ins, weekly staff meetings, and planning and support for Fathers and Sons Together events.

Desired Qualifications

- A passion for FAST's mission and programs.
- Demonstrate experience in a fundraising and development leadership role responsible for planning, leading, and executing a diversified annual fundraising plan.
- A demonstrated and a strong commitment to racial equity and anti-racism, and continuous learning; ability to center and advocate for racial equity within fundraising systems.
- Strong writing, editing, public presentation, and communication skills.
- Strong project management and administrative skills and prioritizing, managing, and coordinating multiple tasks, sometimes in a fast-paced environment.
- Proven track record of relationship-building with donors; enthusiasm for building relationships.
- Experience and comfort with IT and social media skills.
- Experience in planning, producing, and managing events to increase donor engagement and giving.
- Experience managing a department budget, reading financial reports, and coordinating revenue and development plans with an overall organizational budget.
- An energetic, flexible, collaborative, supportive, and proactive approach to work and willingness to work occasional evenings and weekends based on the scheduling of events or other development-focused engagements.

DISCLAIMER: The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned, and requirements may vary from time to time. Fathers and Sons Together is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory regarding race, gender, religion, age, national origin, disability, veteran status, or sexual orientation. People of color, LGBTQ individuals, and women are encouraged to apply.