



National Fund for Workforce Solutions

Development Director

About the National Fund

The National Fund is a national initiative to drive practices, policies, and investments that enable workers to succeed in good jobs, provide employers with a skilled workforce, and build more prosperous communities.

See more at www.nationalfund.org.

The National Fund highly values a team approach to achieving its mission. This requires that all staff members recognize the importance of a collaborative approach to implementing projects/initiatives, evaluating and learning efforts, communicating to National Fund leadership, representing the National Fund to external audiences and raising financial support. National Fund leadership includes the Board of Directors and Partners Council, the CareerSTAT Executive Committee, all the National Fund partner communities including, national and local funders, CBOs, education and training providers, local employers and workers.

About the position

The National Fund is seeking a Development Director to lead, manage, and implement a comprehensive fundraising strategy to support a \$6-10 million budget. The Development Director will work very closely with the President and CEO to maintain and build support from current funders; identify and develop interest from new philanthropic sources; explore opportunities for grants from public entities; explore and develop new fundraising strategies; communicate regularly with prospective donors; provide reports to current funders; and assist our partner communities with developing support for their local collaborative initiatives.

Reporting to and collaborating with the President and CEO, the Development Director will manage development efforts as the National Fund continues to grow. With an annual budget of \$6 million, our goal is to grow income by at least 10% annually over each of the next five years. As a new position in the organization, the Director will have the opportunity to build the development function while the National Fund CEO continues as the chief representative of the organization.

If you have a strong interest in helping individuals generate income and assets to support their families, believe in the importance of building equitable communities, and have experience in non-profit fundraising and development, we encourage you to apply.

Responsibilities

- Secure financial support from foundations, corporations, public sources, and wealthy individuals
- Research philanthropic, corporate, and individual funders to develop immediate and longer-term targets for funding solicitation
- Write, edit, and submit proposals, letters of interest, concept papers, etc. with input from executive and program staff
- With active input from program staff, ensure timely, accurate, and well-written report submissions to current funders
- In collaboration with the CEO, develop new and innovative fundraising strategies to be proposed to the Board of Directors
- Collaborate with the CEO and the National Fund Board of Directors to create and execute a strategic development plan which increases revenues over each of the next five years to support the organization's mission and its new five-year strategic plan
- Work with the CEO to ensure that all Board members are actively engaged with identifying and assisting with introductions to funder prospects
- Work with the Marketing and Communication Director to develop and create a fundraising communication plan to promote the organization to current and potential donors.
- In conjunction with the Marketing and Communications Director, develop and maintain ongoing communications and relationships with major donors
- With the assistance of the Chief Administrative Officer and other staff, identify and secure sponsorships for National Fund special events, specifically the bi-annual National Fund Leadership Convening and other conferences as needed.
- Create, maintain and oversee a fundraising database and tracking system
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Assist local workforce funder collaboratives with their fundraising plans and strategies, including identifying potential funding sources
- Demonstrate professional conduct at all times.
- Perform other related duties as requested

Qualifications

- Embrace and enthusiastically support the mission, goals and strategies of the National Fund
- Three to five years of fundraising experience, especially with national philanthropy such as Ford, Kellogg, Bloomberg, Kresge, etc.
- Significant experience and competency with philanthropic proposal writing
- Some experience and knowledge of federal grant writing
- Ability to present ideas, strategies, and practical steps to local collaboratives to assist them in their local fundraising efforts

- Knowledge and ease with fundraising management
- Strong writing skills
- Excellent knowledge of Microsoft Office Suite
- Excellent interpersonal and communications skills
- Ability to work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Ability to develop new and unique ways to improve the finances of the organization and to create new opportunities
- Effectiveness at building funder relationships by establishing and maintaining positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Ability to communicate effectively, i.e. to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Ability to make decisions by assessing situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Show skill at setting priorities, developing a work schedule, monitoring progress towards goals, and tracking details, data, information and activities.
- Ability to assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Be a “self-starter” and goal driven
- A bachelor’s degree
- The National Fund is headquartered in Washington, DC. Remote candidates will be considered.
- Willingness to travel at least once per month.

Compensation

Commensurate with experience. Excellent benefits

National Fund for Workforce Solutions is an Equal Opportunity Employer and is committed to diversity in its workforce. Diverse candidates are encouraged to apply.

How to Apply

To apply please submit a letter of interest including salary expectations and resume. Additional submission materials may be requested. Send all information to Elicia Wilson, Chief Administrative Officer at ewilson@nationalfund.org.

Application Deadline: January 31, 2019