



## Development Director

### Who We Are

The National Fund for Workforce Solutions invests in a dynamic national network of over 30 regional workforce collaboratives taking a demand-driven, evidence-based approach to workforce and workplace development. We leverage this network to pursue four integrated solutions: activate employers to make jobs better, equip workers for success, change systems for improved outcomes, and co-invest for impact. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at [www.NationalFund.org](http://www.NationalFund.org).

### What You'll Do

The National Fund is seeking a Development Director to plan and implement a development and fundraising program to provide for the short- and long-term needs of the organization with an annual budget of approximately \$6-\$10 million. The Development Director will work closely with the executive and program teams to explore and develop new fundraising strategies; research new philanthropic, public, and other funding sources; initiate and nurture relationships with prospective funders and identify areas of alignment; lead development of proposals; and solicit and steward relationships with local and regional entities to identify new opportunities for partnerships and sponsorships.

Reports to: Chief Operations Officer

### Essential Responsibilities and Functions

- **Track and Connect:** Keeps track of trends, changes, people, and organizational players in the workforce development field seeking partnership with like-minded funders.
- **Coordination:** Leads internal coordination between departments/solutions by managing timelines and anticipating and overcoming roadblocks, diversions, and time crunches.
- **Prioritization:** Successfully delivers on multiple concept notes, letters of intent, proposals, and reports.
- **Communications:** Creates written proposals that convey the National Fund's mission, capacity, and proposed strategies in ways that are clear and compelling, resulting in new grants.
- **Diplomacy:** Diplomatically manages funder relationships including understanding the intersection of funder strategic objectives and National Fund strategic objectives.
- **Engagement:** Actively engages funders and prospects around development at the National Fund. Builds and sustains positive working relationships with funders and related stakeholders.
- **Strategic Thinking:** Sees how day-to-day tasks and projects contribute to the larger goals and objectives of the organization.
- **High-quality work products:** Has a keen understanding of, and vision for, high-quality work products and ability to assemble the appropriate resources to deliver them.

## Key Competencies

- **Critical thinking:** Ability to think deeply about complicated topics, evaluate arguments, make logical connections, and solve problems.
- **Emotional intelligence:** Ability to understand their own emotions and manage them appropriately, as well as ability to understand the emotions of others and use that to effectively navigate relationships.
- **Tolerance for ambiguity:** Comfortable with uncertainty, unpredictability, conflicting directions, and multiple demands.
- **Challenge:** Can challenge assumptions about themselves and others and take actions within teams to mitigate the impact of inequities and develop trust amongst team.
- **Decisiveness:** Ability to make decisions on behalf of the organization following vision, process, and protocols in place.

## Required Education and Experience

- Industry credential, associate degree, bachelor's degree, or equivalent experience
- Minimum of 8 years of experience in the development field
- Experience and understanding of workforce development and/or related field
- Experience seeking and securing both private and public funding
- Experience working in a team-based approach to fundraising
- Experience developing and maintaining funder relationships
- Desire to advance racial equity and inclusion and improve conditions of low-wage workers and job seekers
- Demonstrated commitment to racial, social, and economic justice

## What You Should Know

### Work Environment

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings.
- Work location is flexible. If working remotely, travel to the National Fund's DC office will occur on a regular basis (at minimum six times per year) in addition to other organizational travel such as board meetings and annual events.

### Compensation and Benefits

- Salary range is \$95,000-\$125,000. Salary depends on relevant experience.
- Excellent benefits package including: healthcare, vision and dental covered at 90% for employees and dependents, 401k (with 3% non-elective employer contribution), paid time off including holidays, vacation, and sick days, and more.

### Application Process

Interested applicants should submit a resume, cover letter, and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance through the interview process.

*The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.*