

Friends of Foster Children of Palm Beach County has an immediate opening for Director of Fund Development to plan, organize, and direct all fundraising initiatives including the development of a major gifts program, annual fund, planned giving, special events, and capital campaigns. The Director will work closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

Primary Duties and Responsibilities:

- Collaborate with the Board of Directors and Chief Executive Officer to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community and adapt fundraising strategies as necessary.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Develop policies and procedures as it relates to development which reflect ethical fundraising practices.
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization.
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.
- Engage volunteers for special fund development projects using established volunteer management practices.
- Develop and gain approval for an annual income and expenditure budget for the fund development program.
- Prepare regular reports on progress, budgets, receipts, and expenditure related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.
- Foster an understanding of philanthropy within the organization
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Coordinate the design, printing, and distribution of marketing and communication materials for the development efforts.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Qualifications:
 - Bachelor's degree is required; a Master's degree is a plus.
 - Minimum of five years' experience in development.
 - A certificate in Fundraising Management is an asset.
 - A certificate in grant writing is an asset
 - Must have knowledge of fundraising management, special events planning and management.
 - Knowledge of federal and provincial legislation affecting charities

- Strong written and oral communication skills.
- Must be able to work Monday through Friday 9:00am-4:30pm with the ability to work flexible hours if needed.
- Excellent interpersonal skills with the ability to relate well with persons from diverse socioeconomic and cultural groups.
- Reliable transportation and valid driver's license.
- Proficient in Microsoft Office Suite

PHONE CALLS WILL NOT BE ACCEPTED!

Please send cover letter and resume to maria@friendsoffosterchildren.com

Friends of Foster Children is an Equal Opportunity Employer. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

Job Type: Full-time

Salary: \$45,000 - \$50,000 based on experience

Required education: Bachelor's

Required experience: Development 5 years