



NOW HIRING

DEVELOPMENT DIRECTOR

ABOUT THE COMPANY

Children's Institute (CI) envisions an Oregon where every child is prepared for success in school and life. To meet this goal, we advocate for strategic investments in high-quality early childhood education and healthy development, the most effective strategies to improve long-term outcomes for children, with a focus on children who experience barriers to opportunity due to race, poverty, disability, language, and geographic location.

Our advocacy and implementation efforts strive to connect research, lived experience, and community voice as we work to ensure that more children who experience barriers to opportunity succeed in kindergarten and meet third grade benchmarks.

CI prioritizes an integrated, team-based work approach; flexible, collegial work environment; and a culture of inclusion and belonging. Through fundraising and partnerships, CI is able fulfill its mission and work, with a focus on asset-based framing, traditional fundraising, and the utilization of fund development tools.

As critical member of the CI team, the ideal candidate for the Development Director is someone who brings demonstrated passion and commitment for advancing issues of racial and economic justice. The ideal individual in this role brings an understanding of the tools and supports needed to advance meaningful change and an understanding of the critical role self-determination plays for historically underrepresented children, families, and communities.



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POSITION DESCRIPTION

The Director of Development brings expertise in nonprofit fundraising and thrives on building funder relationships. They will lead and implement a range of development strategies in this successful and evolving statewide organization. The Director of Development reports to the CEO and serves as part of the leadership team while spearheading development efforts as Children's Institute continues to grow and expand its advocacy reach and impact. The Development Director will have a passion for closing early childhood opportunity gaps, particularly in a child's earliest years, as well as a commitment to racial equity and applying an equity lens to the work and relationships.

CI currently has a 21-person staff with a budget of \$4.2 million. The organization is 95 percent grant funded, with 5 percent of revenue coming from non-foundation sources, including individuals and corporate sponsorships. The Development Director will execute vibrant individual and major donor efforts while collaboratively setting foundation revenue strategies and overseeing the development staff. The Development Director must be entrepreneurial and relationship-driven with great interpersonal communication skills. This position is responsible for supporting staff and board members in expanding and developing relationships with funders and investors. A proven track record in fundraising and the ability to ensure that development strategies are carried out in keeping with CI's values, mission, vision, and strategic plans are required.

The ideal candidate brings previous experience or the ability to develop fluency in early childhood issues, policy analysis, and systems change matters. To be effective in this role, you must have the ability to effectively articulate, to a variety of audiences, why the work is critical. The Development Director and Communications Director work in close collaboration to determine collateral and strategies presented to key audiences. Although separate, there is a close partnership between the development and communications teams. The Development Director works with the board and CEO to set fundraising strategy and will collaborate in other governance duties, including supporting the CEO to build board strength and diversity.

Direct Reports & Leadership

This position reports to the CEO, is an engaged member of the senior leadership team, and works collaboratively with all departments. The position currently supervises the following positions:

- Senior Development Officer
- Development Assistant (Part-time)

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RESPONSIBILITIES

Strategic Fundraising Leadership

- Work in partnership with the Investment Committee of the Board, CEO, and key leaders to develop and successfully implement an annual fundraising plan tailored to meet CI's short-term and long-term needs while ensuring the organization can fully live out its mission, vision, and goals
- Work in close partnership with Chief Financial Officer to ensure CI's fiscal health and anticipated revenue align and are in sync
- Manage and lead the development staff in shaping multi-year fundraising plans, grant requests, and fundraising strategies
- Ensure a strong and collaborative relationship between development and communications teams
- Partner in the creation of performance metrics geared toward monitoring CI's fund development efforts, ensuring that they are in alignment with CI's advocacy and programming needs
- Develop a system of communication internally to ensure that key staff, the Board Investment Committee, and partners are actively engaged in fundraising efforts

Specific Fundraising Oversight & Management

- Strategically raise funds from a diverse mix of revenue sources utilizing corporate, individual, and major donor program strategies, such as fundraising events, securing individual and corporate sponsorships, appeal mailings, and other tactics as identified
- Supervise the development staff in the prospecting, strategizing, and writing of foundation grant requests and proposals
- Oversee the coordination, enhancement, and maintenance of a database (CRM) system that includes gift processing, prospecting, donor histories, and fundraising reporting
- Ensure the accurate and thorough maintenance of donor and prospective donor records, gift management systems, and informational reports
- Lead the implementation of cultivation, acknowledgment, and recognition efforts

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Support Organizational Leadership

- In partnership with the Leadership Team, serve as a thought leader by providing vital input into short- and long-term strategic, resource development, and operational planning
- Work in tandem with the CEO to engage current board members in developing and enhancing a strengthened fundraising culture that helps to move CI's mission forward
- Work proactively with the Investment Committee of the Board to address all crucial development issues in a timely fashion
- Support the CEO in staffing board committees and prospects as needed, specifically focusing on engaging diverse populations
- Coach and provide strategic support to board members and CEO in identifying, cultivating, and soliciting charitable investments

POSITION QUALIFICATIONS

- Experience in a management or senior-level fundraising position
- Mission-driven individual that is committed to the success of children statewide
- A demonstrated track record of success in leadership and fundraising in grant-funded organizations
- An understanding of the nature and dimensions of philanthropy, ethics, motivations for giving, and volunteering
- Ability to develop relationships with local, regional, and national foundations, and to understand their priorities
- Experience in donor research, cultivation practices, and solicitation
- Experience in standard fundraising techniques, including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail
- Experience in development office functions, including gift processing, prospect and donor histories, and fundraising reporting
- Exceptional business writing, editing, and proofreading skills, with a demonstrated ability to compose reports, proposals, meeting minutes and other business correspondence
- Ability to meet (virtually or in-person) to build external relationships and to support the CEO and board members with direct asks
- Familiarity with fundraising databases, general computer, and social media literacy
- Excellent verbal communication skills
- Demonstrated ability to maintain confidentiality

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BENEFITS

- Employer fully paid employee medical/dental coverage; employer pays 25% of dependent coverage
- Employer fully paid long-term disability coverage
- Employer fully paid life insurance, accidental death, and employee assistance plan
- 401(k) Retirement Savings Plan with qualified match and contribution
- 125 Flexible Benefits Plan
- Generous paid time off, sick leave, and holidays

EQUAL EMPLOYMENT STATEMENT

Children’s Institute is an equal opportunity employer. It is the policy of CI to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to race, color, creed, religion, age, gender, gender identity, sexual orientation, marital status, military status, political opinion, national origin, familial status, mental and physical ability, source of income, or any other status protected by federal, state, or local law in all personnel actions. Personnel actions include recruitment, selection, promotion, compensation, training, and termination. Relations between employees shall be based on mutual respect, and regard for the effectiveness and well-being of the organization.



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REASONABLE ACCOMMODATION STATEMENT

Consistent with applicable disability law, Children’s Institute will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential functions of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an “undue hardship” on the operation of CI.



SALARY

\$115,000 starting salary based on experience

TYPE

- Full-time/exempt

REPORTS TO

- CEO

LOCATION

- Children’s Institute, downtown Portland or Remote Work based on Office Open/Closed Status

Proof of formal COVID-19 vaccination or valid medical/religious exemption required for all applicants effective 12/01/2021.

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