

Director of Development Engage Miami



Job Title: Director of Development
Status: Full-time (35-40 hrs/week)
Salary: \$62,500 - \$75,000
Location: Miami, Florida (semi-remote, may require travel)
Reports to: Executive Director

ABOUT ENGAGE

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter activation, civic leadership development, and effective local organizing and advocacy on the issues that matter to young people in South Florida. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful.

JOB DESCRIPTION

Engage Miami seeks a Director of Development to guide, manage, and implement a robust organizational development strategy including grants, individual donors, strategic donor communications, and grassroots fundraising. The Director of Development will report to Engage Miami's Executive Director and work closely with organizational leadership and development staff to align annual development plans, communicate with funders and donors, and build strong relationships with community members, partners, and institutions to meet organizational fundraising goals. A strong candidate will have meaningful experience in organizational fundraising, be an excellent communicator, will be able to quickly develop a strong and nuanced understanding of Engage Miami's theory of change and programs, with the motivation and abilities to develop the resources, systems, and strategies to help make Engage Miami an increasingly sustainable, effective, and equitable organization.

Director of Development Responsibilities

Grants, Proposals, and Institutional Funders 40%

- Lead in researching and prospecting for opportunities, lead in drafting compelling proposals and grant writing in collaboration with the Executive Director and other program leads
- Work with development team on grant management and reporting, ensuring timely and effective communications and reporting to local and national funders
- Develop and fine-tune Engage Miami's overall fundraising narrative and materials in coordination with organizational leadership, including two pagers and annual reports
- Coordinating with team members for grant management regarding finance and budget, deliverables and metric management, and planning and goal setting

Individual Donors and Annual Campaign 40%

- Develop and implement strategies to build a strong base of annual and individual donors, including Give Miami Day, our annual summer celebration, monthly sustaining donors, and supporting membership

- Oversee management of our donor database, including tracking and recording communications, data management, and reporting
- Support major donor outreach, including researching individual donors, building relationships, and developing strategies for effective stewardship and partnership
- Support the Executive Director in major donor and stakeholder outreach and in preparing for meetings and presentations
- Manage and oversee stewardship and individual correspondence including appeals, thank you letters and gifts, and donor updates
- Oversee and manage our development communications, including newsletters, annual reports, giving campaigns, presentations, and other materials

Staff Management and Team Coordination 20%

- Work with organizational leadership and staff to create and execute an annual development plan, including developing goals, tracking progress and assessing effectiveness
- Manage development team, staff, and volunteers for equity and effectiveness
- Supporting the Board of Directors in fundraising efforts

Skills and Qualifications

- At least 3-5 years of experience in development, including marketing and communications, grant management, or foundation experience
- At least 2 years of leadership experience, including managing staff and teams, planning and project management, supporting organizational leadership, and managing donor and partner relations.
- Excellent writing, storytelling, and messaging skills, with an ability to adjust tone and style as needed with attention to audience, accuracy, framing, and messaging and an eye for design
- Marketing and communications mindsets and skills, with ability to analyze audience, and objectives, and keeping the big picture front and center in our messaging.
- An established track record of leadership in writing, preparing and securing grant funding and individual donations in the range of \$25,000 and higher.
- Significant knowledge of and skill with implementing development best practices, including grant writing, management, donor relations, prospecting, data management etc.
- Skill in building meaningful relationships, strengthening our network, and deepening our connections with partners, donors, and community members
- Understanding of the role of development in organizational sustainability and health, with desire and ability to support team goals and strategy. Ability to plan for, manage, and assess annual and quarterly goals, tracking and reporting on progress and adjusting and adapting as needed.
- Ability to manage staff and volunteers, set clear goals and expectations, delegate effectively, provide support and be a coach and partner in problem solving when challenges and opportunities arise.
- Strong organizational skills and detail-orientation, including an ability to develop and manage complex systems for tracking, evaluating, and planning.

Approach to the work

- Commitment to anti-racist, feminist, and culturally competent approaches to fundraising, community engagement, and management.

- Excellent judgement and discernment, with developed emotional intelligence and critical thinking skills, and enthusiastic commitment to positively uplifting the organization, our mission, and our work.
- Strong solutions orientation, including proactive problem-solving, the ability to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful communication about issues as they arise.
- Mindset of taking initiative, including developing skills, conducting research, and intentional learning to inform goals and plans. Strong applicants will have significant prioritization skills and an adaptable work style.
- Interest in the field of development, with curiosity and creativity in imagining possibilities for growing the resourcing of organizations and community organizing more broadly
- Commitment to the growth and development of self, team, and community. Strong applicants will be inquisitive, curious and open to feedback, direction, and collaboration.

Nice to haves

- Already connected to Florida nonprofit, political, and/or development scene
- Experience with event management, budget development, and financial management
- Multilingual, with Spanish or Haitian Creole preferred
- Understanding of both 501(c)3 and 501(c)4 organizations and strategies
- Previous experience working with electoral, progressive, or youth-centered organizations
- Formal education background in communications, business, psychology, writing, or other fields related to social change and resource development.
- Have used or tested new models of digital fundraising
- Experience using EveryAction or comparable database to track donor giving and retrieve and analyze information to advance fundraising efforts.
- Previous experience creating multi-year fundraising plans
- Has a history of growing organizational revenue

Individuals who are Black, indigenous, immigrants, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and a technology and wellness stipend.

To apply, provide your resume, cover letter, and up to three optional work samples as a pdf together with an email stating your interest in the position to hr@engage.miami with the subject line of “Director of Development Application.” Your cover letter should respond to the following prompts 1.) Why is this position of interest to you? 2.) What skills will you bring to the role to elevate our current activities in fundraising and donor communications? 3.) What is your direct experience in building a robust grant program or securing major donors? Please note that applicants invited to interview should be prepared to share at least three references. **Applications will be reviewed on a rolling basis with a desired start date of January 2022.**