



# Development Director

<b>Position Status:</b>	Full-time, exempt
<b>Location:</b>	Miami, Florida ( <i>can be remote</i> )
<b>Reports to:</b>	Executive Director
<b>Compensation:</b>	\$75,000 - \$85,000
<b>Benefits:</b>	Employer-provided health, dental, and vision insurance Matching retirement contributions Generous PTO

## **ABOUT ENGAGE**

Engage Miami builds civic equity and power through voter engagement and local and state issue organizing, as well as civic education and leadership development. We center young voters and leaders ages 16-35, building young people's political power in majority Black and Latinx communities. Our mission is to build a more just, democratic, and sustainable Florida by developing a local culture of civic participation for young people that is bold, creative, and impactful.

## **JOB DESCRIPTION**

Engage Miami seeks a Development Director to develop compelling proposals and reports, manage grants, strengthen development communications and donor stewardship. The Development Director will support Engage Miami's Executive Director and leadership team to draft proposals and reports, develop compelling narratives to highlight the impact of Engage Miami, track progress and assess impact, and write funder communications to new and recurring donors, as well as supporting special projects. A strong candidate will be an excellent and persuasive writer, a creative and critical thinker, will be able to conduct research, learn materials and skills quickly, and responsibly hold internal and external relationships. An effective Grants and Advancement Manager will demonstrate emotional responsibility and integrity, will be able to quickly develop a strong and nuanced understanding of Engage Miami's theory of change, programs, and strategy, and will be a team player committed to the organization's values and vision.

## **ROLE & RESPONSIBILITIES**

### Grants, Proposals, and Institutional Funders 60%

- Lead in drafting compelling proposals and grant writing in collaboration with the Executive Director and other program leads
- Lead in grant management and reporting, ensuring timely and effective communications and reporting to local and national funders
- Craft regular updates and manage stewardship and communications to funding partners



- Support researching and prospecting for opportunities for organizational advancement and funding
- Capture and develop stories of the work through testimonials, interviews, videos, photos, and coordinate with communications to share our story and impact
- Support development, drafting, updating, and fine-tuning of Engage Miami's overall fundraising narrative and materials in coordination with organizational leadership, including two pagers, annual reports, general proposals, and program overviews
- Track progress to goal, assess impact, and inform storytelling for reports and proposals through data

#### Individual Donors and Annual Campaign 20%

- Implement strategies in coordination with other staff to build a strong base of grassroots and major individual donors, including events and direct outreach
- Support major donor outreach, including research, building relationships, preparing leadership team for meetings and presentations, and effective stewardship and partnership
- Support development and management of our fundraising communications, including newsletters, annual reports, giving campaigns, presentations, and other materials, coordinating with other staff such as communications as needed

#### Team and Collaboration: 20%

- **Team Leadership:** Manage any assigned development staff or projects, providing leadership, training, and guidance to ensure the effective execution of communication strategies and projects. Contribute to a welcoming workplace environment by leading all interactions in alignment with Engage Miami's progressive organizational values
- **Collaboration:** Collaborate with cross-functional teams such as operations, programs, and data, to optimize outcomes and work closely with the leadership team to create effective and aligned strategies, messaging, and goals. Attend organizational events as needed, including retreats and relevant workshops, and regularly engage professional development opportunities.
- **Additional Duties:** This job description is intended to convey information essential to understand the scope of the position and is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities, or working conditions associated with the position. Additional duties may be assigned as needed.

### **QUALIFICATIONS & SKILLS**

- Excellent writing and storytelling skills, with an ability to adjust tone and style as needed with attention to audience, accuracy, framing, and messaging and an eye for design
- Five years of professional experience including at least three years with relevant development experience, including grant management with a track record of effective grant and proposal writing
- Strong research and learning, with the ability to learn from data sources, reports, academic research, and those active in the field
- Comfort using data-driven storytelling, navigating spreadsheets and databases, creating reports and tracking progress
- Familiar with program development and organizing strategies, with developed interest in politics, policy, voter engagement, local and state issues, organizing, and campaigns



- Marketing and communications mindsets and skills, with ability to analyze audience, and objectives, and keeping the big picture front and center in our messaging.
- Knowledge of and active interest in 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
- Strong organizational skills and detail-orientation, including an ability to develop and manage complex systems for tracking, evaluating, and planning.
- Excellent judgment 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.
- Commitment to the growth and development of self, team, and community. Strong applicants will be inquisitive, curious and open to feedback, direction, and collaboration.
- Willingness to work nontraditional hours when needed, with strong preference for candidates in the Miami area and willingness to attend in person events, meetings, and travel as needed

**Applications will be reviewed and candidates invited to interview on a rolling basis until the position is filled.** If interested please apply as soon as possible. Not sure if you meet the qualifications? We'd still love to see your application!

Interested candidates are encouraged to apply by sending an email to [hire@engage.miami](mailto:hire@engage.miami) with "Full Name/ Development Director Application" in the subject line. Please provide your resume and at least two work samples (such as proposals or reports) in pdf form. If applying via a job posting website, please still send an email and resume. Please note that applicants invited to interview should be prepared to share at least two references.

*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.*