



## Director of Development | Engage Miami

Job Title: Director of Development

Status: Full-time

Compensation: \$52,500 - \$62,500 and benefits

Location: Miami, Florida (currently remote, may require travel)

Reports to: Executive Director

### ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter registration, civic education, and organizing campaigns on the issues that matter to young people in Miami. 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. We build political power for young people in South Florida to make sure the future is better for everyone.

### 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, assess effectiveness, 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.

Core responsibilities will include:

#### 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 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 20%

- Develop and implement strategies to build a strong base of annual and individual donors, including Give Miami Day, our annual birthday celebration, and supporting membership, oversee execution of plan and management of development staff
- Manage and supervise Development Manager in creating events and opportunities for grassroots fundraising outreach and networking, including community-facing events to build our network, tell our story, and connect with supporters in coordination



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- 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

### Strategic Donor Communications 20%

- Oversee and manage our development communications, including newsletters, annual reports, giving campaigns, presentations, and other materials
- Manage and oversee stewardship and individual correspondence including appeals, thank you letters and gifts, and donor updates

### Staff Management and Team Coordination 20%

- Work with organizational leadership and Development Manager 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

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Strong applicants will come ready with most or all of the following skills and experience:

- 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/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
- Appreciates the role of social media in messaging and development
- Experience with event management, budget development, and financial management
- Multilingual
- 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, or people of color, individuals with disabilities, 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.

*To apply, provide a resume as well as a cover letter responding to the following questions:*

- *Why is this position of interest to you?*
- *What skills will you bring to the role to elevate our current activities in fundraising and donor communications?*
- *What is your direct experience in building a robust grant program or securing major donors?*

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*We encourage applicants to submit 1-3 work samples that show the competencies needed for this position, including relevant writing and project management samples. Please email all materials attached as a PDF to [hire@engage.miami](mailto:hire@engage.miami) with the subject line 'Director of Development Application'.*

**Priority deadline for review and invitation to interview is April 12, 2021.** Applications will continue to be accepted until April 22, 2021 or until position is filled. Preferred start date is May 2021.