



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director of Development
<b>REPORTS TO:</b>	Co-Founders
<b>STATUS:</b>	Full Time
<b>SALARY RANGE:</b>	\$90,000 - \$100,000

### **PRIMARY OBJECTIVE:**

Reporting to and in partnership with the Co-Founders the Development Director will spearhead development efforts as Filling in the Blanks continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

### **RESPONSIBILITIES:**

- Develop and execute FITB's Nonprofit's annual fundraising plan
- Secure financial support from individuals, foundations, and corporations
- Develop and maintain ongoing relationships with donors
- Creating and executing a strategy for a large, sustained base of annual individual donors
- Developing and tracking proposals and reports for all foundation and corporate fundraising
- Provide information to Co-Founders on donors they need to interact with.
- Collect, organize, and maintain a complete and accurate database record of donors and funding received. Creates funding targets for board of directors. Establishes tracking tools and monitors monthly.

### **EXPERIENCE:**

- Five-plus years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- This person will be mission driven, entrepreneurial, resourceful, and ready for a challenge
- Knowledge and use of Microsoft Office, including Word and Excel required

### **EDUCATION:**

- BA (required), MA (a plus)

**PERSONAL ATTRIBUTES:**

- Excellent personal, verbal, and written communication skills; Customer service, communication and recordkeeping experience required
- Able to manage multiple projects while meeting deadlines
- Solid organizational, time management and project management skills required Foster and promote business relationships and partnering within the community
- Comfortable working with people from diverse backgrounds  
Establish rapport and build on relationships to promote FITB's mission

**BENEFITS:**

This is a 40-hour per week exempt position. The salary range is dependent on relevant qualifications and experience. The benefit package includes health and dental insurance as well as paid time off. Any offer is subject to a successful background check.

**ABOUT FILLING IN THE BLANKS:**

Filling in the Blanks was founded by mothers and community activists, Shawnee Knight and Tina Kramer, who created the nonprofit as a way to marry their loves of community, children, food and charity. In 2013, Knight and Kramer created Filling in the Blanks which has now expanded to 80 schools throughout Fairfield and Westchester Counties and delivered over one million weekend meals to children in low-income households.

**EQUAL OPPORTUNITY EMPLOYER:**

Filling in the Blanks is an equal opportunity employer. All employees will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

**TO APPLY:**

Serious candidates should send a cover letter and resume to [info@fillingintheblanks.org](mailto:info@fillingintheblanks.org).