



**SENIOR DIRECTOR OF DEVELOPMENT**

<b>REPORTS TO:</b>	VP of External Affairs & Strategy
<b>DEPARTMENT:</b>	Headquarters
<b>STATUS:</b>	Full-Time
<b>SALARY RANGE:</b>	\$90,000 – 110,000 Per Year

**ABOUT RYASAP:**

Established in 1985 and serving the greater Bridgeport region, RYASAP (Regional Youth Adult Social Action Partnership) works to ensure the safe and healthy development of youth, young adults, and families by actively engaging organizations, public officials, and community leaders around issues that matter most to the community. By creating a “neutral table,” community members bring energy and focus, allowing candid conversations to emerge and the catalyst for change to begin. RYASAP’s work tackles the tough issues that teens, their families, and their communities face: community violence prevention, gambling/substance misuse education, juvenile justice reform, mediation, personal safety, suicide prevention, teen relationships, urban education reform, and youth leadership. RYASAP’s work has created statewide “best practice” models for other programs and communities’ adoption.

**PRIMARY OBJECTIVE:**

The Senior Director of Development supports the President/CEO and VP of External Affairs & Strategy in building a robust fund development program comprised of major donors, foundations, corporations, and government resources. As part of the team, the Senior Director of Development will be involved in creating and implementing all RYASAP development strategies including coordinating internal and external communications and various administrative duties. This position supervises the Director of Grants, the Communications Associate and the Individual Donor Gift Manager and requires a steadfast commitment to the mission and values of RYASAP as well as a passion for justice and equity.

**COMPETENCIES:**

1. Strong leadership and management skills
2. Ability to work within a diverse team.
3. Superb written, verbal, and interpersonal skills
4. Highly creative and adaptable
5. Excellent time manager
6. Fundraising software expertise
7. Donor/funder focused mentality

**Resource Development**

1. Able to design and implement a resource development plan that generates sufficient, multi-year resources the organization needs to achieve outcomes while mitigating risk, targeting 20-30% unrestricted resources.

2. Able to set ambitious and realistic fund development goals aligned to the organization's strategy and to engage staff and board in appropriate roles to achieve them.
3. Able to translate the mission and program strategy into a compelling message that engages funding partners to invest resources.
4. Able to nurture relationships with a wide variety of current and prospective funding partners, including the ability to manage and fulfill the expectations of each.
5. Able to track and manage cultivation of various donors and funding partners through a database.
6. From a deep understanding of the organization's budget, full program expenses, and outcomes, able to identify and successfully pursue and communicate funding opportunities that are most likely to improve results.

## **RESPONSIBILITIES:**

### **Donor Management, Cultivation, and Relations (30%)**

- A. Builds and maintains strong relationships with individual donors, corporate partners, foundations, and other potential funding sources.
- B. Develops and grows a major gift program.
- C. Develops personalized stewardship plans to engage donors and ensure their continued support.
- D. Oversees the maintenance of the donor database, ensuring accurate and up-to-date records of donor interactions, contributions, and communications.
- E. Identifies and cultivates major donors capable of making significant contributions to the organization.

### **Team Management/Supervision (15%)**

- A. Leads, mentors, and manages the development team, which includes the Director of Development, Communications Associate, Individual Donor Gift Manager, administrative staff, and other contributing consultants.
- B. Sets goals, provides guidance, and fosters a collaborative and productive work environment.

### **Fundraising Strategy & Grant Management (15%)**

- A. Develops and implements comprehensive fundraising strategies aligned with the nonprofit's mission and goals; setting fundraising targets, identifying funding sources, and diversifying revenue streams.
- B. Plans and executes major gift campaigns and special fundraising events.
- C. Researches, identifies, and pursues grant opportunities from foundations, government agencies, and other grant-making organizations.
- D. Prepares compelling grant proposals and reports that effectively communicate the nonprofit's impact and goals.

### **Financial Reporting (10%)**

- A. Monitors and analyzes fundraising performance and financial data to ensure the nonprofit is on track to meet its fundraising goals.
- B. Prepares regular reports for the Executive team and Board of Directors.

### **Strategic Planning (10%)**

- A. Collaborates with the Executive team and Board of Directors to align fundraising efforts with the organization's strategic plan.
- B. Provides input on long-term sustainability and growth strategies.

## **Marketing and Communication (15%)**

- A. Collaborates with the marketing and communication staff and consultants to create compelling messaging and materials that effectively communicate the nonprofit's mission, impact, and fundraising needs to various audiences.

## **Ethical Compliance (5%)**

- A. Ensures fundraising practices and donor relations adhere to ethical guidelines and legal regulations, such as those outlined by the Association of Fundraising Professionals (AFP) and relevant laws.

## **EXPERIENCE:**

- 8+ years' experience in nonprofit fundraising, including a record of accomplishments successfully securing donations, grants, and major gifts.
- Experience with staff management.
- Proven presentation experience speaking to diverse audiences.
- Strategic thinking and the ability to align fundraising efforts with the nonprofit's goals.
- Proficiency in using fundraising software, donor databases, and Microsoft Office Suite.
- Understanding of ethical fundraising practices and compliance with relevant regulations.
- Knowledge of various fundraising techniques, including individual giving, grant writing, corporate partnerships, and events.

## **EDUCATION:**

- Bachelor's degree in a related field (such as nonprofit management, business, or communications). Master's degree is a plus.

## **PERSONAL ATTRIBUTES:**

- Excellent interpersonal and communication skills for building relationships
- Enjoy working with a diverse team of dedicated people
- Creative problem-solving skills and adaptability in a dynamic nonprofit environment

## **BENEFITS:**

The benefits package includes healthcare, dental, vision; 403b retirement, life insurance and short/long-term disability as well as PTO (Paid Time Off).

## **EQUAL OPPORTUNITY EMPLOYER:**

RYASAP 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 applicants should send a **cover letter and resume** to the Human Resources Department at [hrresumes@ryasap.org](mailto:hrresumes@ryasap.org).