



Crosby Scholars

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Director of Development - Crosby Scholars Program

Position Information

Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Director of Development
Job Category	Administrative/Professional
Position Type	Staff & Administrative
Cycle of Appointment	12 months
Hours Worked Per Week	Full-time position
Work Schedule and Hours	Monday-Friday - some evenings and weekends required
Salary Range	Salaried: Dependent upon experience and qualifications.
Job Summary	<p><i>Reporting to the President and CEO</i>, the Development Director's primary responsibilities are:</p> <ul style="list-style-type: none">• To develop and implement a strategy for raising funding for the organization.• Be the primary point of contact for the 2021 Campaign working with the Campaign Consultants, the Campaign Cabinet and Board to raise the \$7 million goal.• In conjunction with the Development Committee, create and execute the annual development plan.• Provide progress reports at Executive Committee and Board meetings.• Oversee the successful implementation of fundraising events including the Crosby Scholars Invitational Golf Tournament

	<ul style="list-style-type: none"> • To personally solicit donations and enlist volunteers to assist with development efforts. • Manage the development team and committee • Market donor opportunities to individuals, foundations and corporations. • Identify and pursue grant opportunities to meet the financial and organizational goals of the organization. <p>The ideal candidate is a self-starter who uses data to drive informed decisions for the team.</p>
Required Qualifications	<p>A four-year degree preferred but related work experience will be considered.</p> <p>Strong written and oral communication skills.</p> <p>Ability to engage stakeholders and communicate the Crosby Scholars mission.</p> <p>Experience in donor relations.</p> <p>Experience in working with donor management software .</p>
Preferred Qualifications	<p>Experience in working in a non-profit setting.</p> <p>Managing staff.</p> <p>Reviewing financial projections.</p> <p>At least 5 years of development experience.</p>
Desired Knowledge, Skills and Abilities	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to embrace and promote a diverse environment.</p> <p>Proficient in Microsoft Office, Google Platforms and must be comfortable using emerging technologies.</p>
Working Conditions	<p>Must be able to do light lifting and have reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, submit a resume to the attention of Mona Lovett, President and CEO, Crosby Scholars Program at mwlovett@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.