

Job Title: FSD Director of Development

Background/Mission

FSD (Figure Skating in Detroit) is a unique program combining the sport of figure skating with access to innovative afterschool and summer experiences, serving Detroit girls ages 6-18, and resulting in lives transformed because of increased confidence, leadership and academic achievement. Based on more than 25 years of program success at the parent program FSH (Figure Skating in Harlem), FSD provides girls from under-resourced Detroit communities with access to education, health and wellness services, and mentors to help them reach their fullest potential. Our vision is for every BIPOC girl in Detroit to acquire the foundational academic, social and leadership skills to become a powerful speaker, effective leader, and global citizen.

Job Summary

This position reports to the FSD Executive Director (ED) and works with the Board of Directors as well as the Development Committee. The Director of Development provides leadership for the creation of strategic fund development initiatives including: events, annual giving, major and ultimately planned giving programs, donor recognition, public relations and social media activities related to development. A fulltime position is envisioned but part time work may be possible.

Qualifications and Desired Skills

- Previous successful experiences in philanthropy, fundraising and volunteer management
- Experience with Raiser's Edge or similar data management system
- Seasoned expertise in technology as related to social media, data management, communications, and marketing
- Outstanding interpersonal, written and verbal communications and managerial skills with sensitivity to gain the support and confidence of the ED, the Development Committee, staff, donors, parents and the Detroit community
- Ability to follow directions closely, take initiative, organize, work independently and collaboratively and multi-task
- Discretion when dealing in highly sensitive information and a focus on customer service
- A strong interest in social services, youth development and the empowerment of girls
- Must be able to communicate effectively, travel locally, spend sustained time on the computer and work periodic evenings

Duties and Responsibilities

Development Operations

- Prepares an annual strategic fundraising plan with short and long-range goals to meet FSD's needs
- Prepares and submits an annual development budget
- Prepares and writes an annual report on Development results in coordination with the ED
- Supports the FSD grant writer and the ED as requested

- Attends staff meetings, committee meetings and Board meetings as scheduled; participate in training and educational offerings
- Maintains the Donor Data Base and develops operating procedures for all aspects of this position including minutes, forms and materials as needed
- Prepares all thank you/acknowledgement/sponsor letters
- Actively engages the Development Committee, the Board and FSD volunteers and Parents in fund development

Events

- Oversees, organizes and evaluates a variety of events ranging from a large dinner, to receptions to small parties and media opportunities. Manages invitations, catering selections, nametags, records and programs.
- Works with volunteers to ensure successful events in a timely way
- Identifies, cultivates and engages corporate sponsors at many levels, creating the materials, communications and data base required

Major Donors

- Cultivates relationships with prospective major donors from identification to solicitation to ongoing personal contact and communication
- Develops and executes gift solicitations that serve the mission and needs of FSD and meets or exceeds budgeted goals
- Creates fundraising and planned giving marketing materials and the tools to support gift discussions as requested and needed

Public Relations, Media and Marketing

- Develops appropriate marketing, branding, and community building strategies; assists in writing and editing marketing materials to attract annual, major, corporate and planned gifts
- Responds to all inquiries received as a result of marketing efforts and creates proactive strategies for follow-up
- Develops and conducts outreach within the Detroit community creating opportunities to cultivate relationships with local businesses, civic and social groups, estate and financial professionals
- Designs an annual plan for social media activities that supports fund development and drives revenue growth
- Creates and strengthens Donor Recognition and Stewardship Programs
- Oversees the timely and accurate recording of donor data in Raiser's Edge

Salary and Benefits

- Salary commensurate with experience starting at \$60,000 plus
- Full benefits for an individual or family including health, paid time off, life insurance, and a matching 401K retirement account
- Our office is based at Marygrove Conservancy, a nonprofit P-20 campus serving many educational and community organizations in Detroit's vibrant Livernois-McNichols area. Flexible virtual work is possible but regular on-site presence is expected as negotiated with the ED.

How to Apply

Please send a letter of interest with a current resume and contact information to:

Lori Ward, FSD Executive Director, lward@figureskatingindetroit.org