



Job Opportunity

Title: Development Director

Department: Development

Supervises others: Yes

Reports to: Chief Executive Officer

Position Type: Full-Time; Exempt

Salary Range: \$95,000 - \$115,000

Benefits: Full-time benefits package

Location: 919 E. Jefferson St., Phoenix, AZ

Remote Eligibility: No

Telework Eligibility: Yes (20%)

More: *Evenings and weekends are required 10-12 times a year*

POSITION SUMMARY

The Development Director is the lead for building partnerships and relationships with individuals, foundations and corporations that produce the financial support for the programs, operations, and growth of Rosie's House. This role is responsible for planning, developing, implementing, and managing all fundraising strategies and activities. The Development Director will partner with the Chief Executive Officer (CEO) and the Board of Directors on the fundraising priorities. This role leads on securing \$1.7 million annually.

RESPONSIBILITIES INCLUDE

Institutional Direction, Systems and Personnel

- Creates a strong sense of team and transparency with the Chief Executive Officer, staff, and Board of Directors
- As a member of the Leadership team, continually identify trends that provide the foundation for future services, strategic initiatives, and organizational culture
- Works with organization leadership, including Board of Directors, in strategic plan development related to overall goals
- Oversees Board Fund Advancement Committees, including the Development Committee and other committees and task forces as needed
- Develop, in partnership with the Leadership team, a broad constituency in the community and create partnerships to pursue joint funding opportunities
- Takes an active lead in annual organizational goal setting
- Supports department planning and monitors measurement tools to assess the progress of strategic initiatives
- Plays an important role in creating systems, workflows, and procedures to maximize staff efficiencies
- Communicates monthly revenue reports to the Leadership team, staff and Board of Directors
- Directs and collaborates with Senior Development Manager in goal actualization, time management and professional development
- Actively contributes to a positive culture that is aligned with organizational values

Development Responsibilities

- Develops and executes annual Development Plan which provides strategies for all aspects of the giving program, including prospect identification, cultivation, solicitation, and stewardship
- Manages active portfolio (approximately 100 donors \$1,000 - \$25,000) and collaborates with CEO on donors \$25,000 and above

- Collaborates closely with CEO and Board of Directors in the cultivation, solicitation, and stewardship of new and past supporters with major giving capacity
- Oversees grant proposal process, including writing (as needed), editing, and collaborating with team members on submitting Foundation, Corporate and Government grant proposals
- Oversees donor acknowledgement process
- Facilitates positive relationship management for donors and stakeholders by engaging the Board of Directors, CEO and other key individuals in relationship management

Planned Giving Responsibilities

- Leads on the strategy of developing, piloting and sustaining planned giving program in tandem with the Board of Directors, CEO and internal staff team
- Organizes current methodologies for planned giving and acts as thought leader in best practices

Special Event Responsibilities

- Collaborates with Senior Development Manager to plan, implement and execute a variety of cultivation, solicitation, and stewardship events
- Co-leads, in tandem with the Program & Community Engagement Director and Operations Director, organization events, including concerts, fundraisers, and cultivation activities
- Plans and appropriately empowers board members, committee members, and staff to engage and contribute to the success of signature events
- Executes annual fundraising event, the *Ovation Gala*, and alongside the Gala Committee maximizes revenue and cultivation opportunities

Other

- Works closely with communications staff and graphic design company to create compelling collateral and content for stakeholder audiences, including advertisements, newsletters (print and online), direct mail, email, invitations, annual reports, website updates and social media
- Develop messaging for a variety of external audiences, including current and new donors, corporate partners, government funders, community foundations and the general constituency of supporters

ESSENTIAL QUALITIES

You will succeed at this role if:

- You have a strong leadership presence and are a persuasive and passionate communicator
- You have the confidence to initiate and build meaningful and genuine relationships
- You have strong self-motivation and discipline to set and exceed goals
- You understand non-profit lifecycles and the opportunities and challenges presented to organizations in growth mode
- You have a thorough understanding of fundraising best practices

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or equivalent experience. CFRE strongly preferred
- 5 years of direct experience in non-profit fundraising
- Experience with five and six figure level donors, track record of prospecting, qualifying, cultivating and soliciting major gifts
- Demonstrated success in achieving and exceeding fundraising goals
- Direct experience in messaging, content creation, design, and communication strategies

BENEFITS

Time Off: Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days of paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

Health Care, Short/Long-Term Disability and Life Insurance: Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also provides short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Retirement: Rosie's House offers a 401k plan option with matching funds available.

HOW TO APPLY

Please submit your cover letter, resume, and Employment Application to employment@rosieshouse.org using the **Development Director** and your name in the subject. The Employment Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse. Rosie's House has policies that safeguard our students, including Sexual Abuse Awareness Training, Screening Process, and Criminal Background Check for all staff before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. The company reserves the right to revise the responsibilities or to require other or different tasks to be performed at any time.

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant based on age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

MORE ABOUT US

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs eleven staff, 22 part-time highly trained music educators, and has an annual operating budget of approximately \$1,700,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 600 youth, grades PREK-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

For more information visit www.rosieshouse.org