

<b>Job Title: Blue Star Families Director of Development</b>	
<b>Department: Development</b>	
<b>Location: Partial</b> Virtual office (telecommuting from home); partial Washington, DC office. (Applicants must be based in the Washington, DC metropolitan area.)	
<b>Job title:</b> Director of Development	
<b>Reports to:</b> Chief Operating Officer (COO)	
<b>Classification:</b> Employee – Exempt	<b>Position type:</b> Full-time
<p><b>General description</b></p> <p>The Director of Development is responsible for the planning, development, implementation, and measurement of all of Blue Star Families’ (BSF) development and fundraising activities. S/he directs the efforts of the Development department and coordinates on both strategic and tactical levels with the other departments of BSF.</p> <p>The position serves as a member of the senior management team. This position engages with COO, CEO, Board of Directors, and other members of the senior management team in charting the direction of BSF, assuring its accountability to all constituencies, and ensuring its effective operation. Within BSF, the position has primary working relationships with the COO, CEO, the senior management team, Senior Technology Manager, Board of Directors, Advisory Board, and directly manages the staff of the Development department. Outside BSF, the position interacts with prospective and existing funders and other partners.</p> <p>The successful candidate will help forge new relationships to build BSF’s visibility, impact, and financial resources. The Director of Development will design and implement a comprehensive fundraising plan to grow a \$2.4M budget to a \$5M budget over the next five years through the solicitation of corporate, foundation, and individual gifts. S/he will expand and diversify BSF’s donor pipeline to secure funding for existing and new initiatives. It is expected that the amount raised by BSF will increase each year as the Director of Development and the senior management team systematically and effectively strengthen the organization's overall fundraising capacity.</p> <p>The successful candidate must be based in the Washington, DC metropolitan area.</p>	

## Key job functions

### Fund Raising

- Design and implement a comprehensive fundraising and stewardship plan for BSF.
- Work with the senior management team to identify short- and long-term fundraising goals and priorities.
- Develop strategies and orchestrate methods of approach to donors in accordance with defined BSF goals and objectives; measure success related to supporting those goals and objectives.
- Responsible for the development and execution of funding proposals.
- Oversee research of public and private grant sources to identify opportunities for restricted and unrestricted funding.
- Collaborate with senior management team to develop funding-related projects and funding priorities that support BSF defined goals and objectives.
- Plan and execute individual donor campaigns (e.g., major donors, direct email and Board of Directors).
- Organize solicitation drives for pledges of ongoing support from corporations and foundations; measure effectiveness of approach and results.

### Major Gift Solicitation and Stewardship

- Identify, cultivate, solicit, steward and renew major gifts from corporations, foundations, and individuals.
- Manage relationships with prospective, current, and past funders; support the relationship management efforts of the Executive team.
- Produce solicitations and support materials with the intent to renew or increase gifts when possible.
- Lead donor cultivation efforts by developing standard operating procedures to synchronize BSF staff and contractor personnel in their donor cultivation pursuits.
- Produce specialized correspondences, prepare letters of acknowledgment, and schedule and attend in-person visits.

### Database and Records Management

- Supervise and coordinate activities of the Development department to maintain gift and donor records in Salesforce and cloud file storage.
- Collaborate with Senior Technology Manager to build and standardize the use of Salesforce, BSF's Customer Relationship Management (CRM) system, for development-related purposes.
- Generate queries, reports, exports, dashboards, and any other collection data as needed in coordination Technology Manager and Accountant.

### Organizational strategy

- Work with the senior management team, other staff, and the Board of Directors to develop

and maintain a strategic perspective in organizational direction, as well as program and service delivery.

- Ensure that BSF's mission, vision, and values are pertinent and practiced throughout BSF.
- Develop and coordinate means to seek regular input from BSF's key constituencies regarding the quality of programs and services and BSF's relevance.
- Assist with the formulation and administration of policies to ensure the integrity and sustainability of BSF.
- Collaborate with the senior management team to establish performance metrics that align with the achievement of organizational objectives.

## Management

- Recruit, train, supervise, and appraise qualified personnel in the Development department.
- Maintain a professional climate that attracts, retains and motivates top quality personnel, both paid and volunteer.
- Design, support, and oversee a cross-functional team that will collaborate effectively with other teams across BSF.

## Required experience, skills, background

- Minimum 7 years of professional experience in a nonprofit development and fundraising.
- Bachelor's degree required; Master's degree preferred.
- Demonstrated success with forging and managing relationships with corporate, foundation, and individual donors.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors.
- High energy and passion for BSF's mission.
- Ability to construct, articulate, and implement a strategic development plan.
- Strong organizational skills with exceptional attention to detail.
- Experience with Customer Relationship Management (CRM) systems; preferably Salesforce.
- Proven skill and comfort in managing and prioritizing multiple projects simultaneously.
- Experience developing and managing budgets, and hiring, training, developing, supervising, and appraising personnel.
- An ability to work independently and collaboratively in a virtual environment, and deliver a high-quality work product in a fast-paced environment.
- Commitment to working with shared leadership and in cross-functional teams.
- Proficiency with Microsoft Office Word, Excel, and PowerPoint.
- Out-of-town, overnight travel is required.
- May be required to work nights, weekends, and holidays as necessary to carry out key job functions.

**Desired experience, skills, background**

- Experience with membership-driven organizations.
- Familiarity with the military community.

**Salary and benefits**

Salary will be commensurate with experience. Benefits package includes paid time off, a 403(b) plan, and flexible work commute.

**How to apply**

Please email resume and cover letter including salary requirements – with applicant’s full name in the email subject line – to [hr@bluestarfam.org](mailto:hr@bluestarfam.org). No calls, please.