**DIRECTOR OF ADVANCEMENT**

**The Mission**

Inn Dwelling believes the most fundamental solutions to poverty empower people to realize their untapped potential. Our vision is to inspire gifted, at-risk, urban students to realize their academic, human, and social capacity so they can lead successful lives and become positive role models.

**The Position**

We’re looking for a dynamic, flexible, energetic, and committed Director of Advancement. This position works to build out the fundraising department of a nonprofit that’s served the Germantown community for nearly 40 years, including: Launching pilot development activities to leverage support longevity. Creating engaging, branded content to motivate giving. Planning donor-centric events to inspire advocacy.

**The Day-to-Day**

* Grants
  + Submit comprehensive proposals and reports to repeat foundation funders
  + Perform prospect research to identify new sources suited to our focus area
  + Coordinate foundation meetings and site visits
  + Write and design proposal and annual report boilerplates
* Individuals
  + Identify opportunities for short- and long-term development activities
  + Generate 2-4 snail mail appeals yearly, including Photoshop-based annual holiday newsletter
  + Host annual online-based giving day in April with matching gifts
  + Manage online giving platform Classy for peer-to-peer and crowdfunding campaigns
  + Identify segments appropriate for existing donors and create a cultivation strategy for each
* Events
  + Lead 10-person Event Committee in planning annual gala for 250 attendees in October
  + Solicit in-kind silent auction items, corporate sponsorships, and ads
  + Design all event materials, including invitation, webpage, and program booklet
* Media and Public Relations
  + Write and disseminate monthly e-blasts through MailChimp
  + Design media kits with collateral
  + Manage website and all social accounts (Facebook, Twitter, Instagram)
* Board
  + Attend quarterly Board meetings to report on development initiatives
  + Host quarterly Development Committee meetings to strategize priorities and develop a plan for activities
* Technology
  + Utilize DonorPerfect database to track all giving; maintain all records
  + Run and analyze giving reports to keep abreast of trends

**Qualifications We’d Like**

* Bachelor’s in relevant field and 5+ years professional fundraising experience
* Experience managing social media accounts as well as website platforms
* Experience with FireSpring, DonorPerfect, Classy, MailChimp, and Photoshop a plus
* Strong oral and written communication skills as well as background in event planning
* Ability to work independently and collaboratively, time manage, and creatively solve problems utilizing minimal resources
* Must be comfortable interacting with donors, visitors, program participants, and Board members to effectively articulate the mission, vision, and accomplishments of the organization