



Job title	<i>Director of Development</i>
Reports to	<i>Executive Director</i>
Classification	<i>Exempt, Full time</i>

Job Purpose

Come join a team that is making a difference in our community! The Development Director is a critical leadership role that is responsible for leading all development activities for Beaches Emergency Assistance Ministry (BEAM) in effort to raise funding for organization operations and its basic needs and case management programs. The position develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization including identifying and strengthening relationships with community stakeholders, actively pursuing and managing corporate and individual leads, fostering strong donor and sponsor stewardship, and seeking, applying for and managing grant funding. Additionally, this position plans and produces BEAM fundraising events, including the annual Beach Ball gala. The Director of Development is a member of the organization's leadership team and works in close collaboration with the Executive Director, the Director of Finance and Business Services and the Board of Directors.

Duties and Responsibilities

- Design and implement a comprehensive Development Funding Plan annually which maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Including but not limited to annual appeal development and management, grant writing and management, corporate major giving, endowment, third party events, and internal events.
- Establish a presence and develop strong relationships within the community to foster a positive image such that companies, philanthropic and civic organizations and individuals will make BEAM the charity of choice for funding at the Beaches.
- Act as primary point of contact for funding, donations, grants, and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate record of donors and funding received within Bloomerang (donor database platform).
- Directly supervise the Development Coordinator to ensure maintenance of donor database, production of correspondence, creation of marketing materials, submission of press releases and other duties as contained in each positions job description.
- Creates funding targets for the Board of Directors. Establishes tracking tools and monitors monthly.

- Manage grants, including researching available grant options, writing grant proposals, maintaining the grant calendar, tracking budgets and outcomes, and submitting applications and reports in a timely manner.
- Planning and executing annual Beach Ball fundraising event, in partnership with the Executive Director, the Board of Directors and the Beach Ball Committee.
- Provide direct staff support to the Board Development Committee in partnership with the Executive Director and participate in bi-monthly Board meetings and Development Committee meetings. Provide staff support to the Beach Ball Committee.
- Oversee branding, image and consistency of messaging in all organization materials. Including ensure BEAM messaging is updated and accurate in all marketing and outreach materials.
- Oversee development and distribution of Annual Impact/Gratitude Report each June.
- Coordinate media events; speak on behalf of the organization with media outlets as needed.
- Perform networking at selected community and leadership events.
- Deliver presentations on programs to various community, corporate and church groups as needed to spread awareness and share information about BEAM's work in the community.
- Other duties as assigned.

Desirable Skill Set

- Excellent personal, verbal and written communication skills;
- Strong cultural competence; ability to build positive relationships with a wide variety of stakeholders including donors and volunteers of a faith-based organization;
- Takes initiative and actively seeks to deepen current donor relationships and to forge new ones;
- Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally;
- Able to manage multiple projects while meeting deadlines;
- Solid organizational, time management and project management skills required;
- Good public speaking skills required;
- Displays a positive attitude, show concern for people and the community, and demonstrate presence, self-confidence, and good listening ability.

Preferred Qualifications

- A bachelor's degree and a minimum of five years' experience in professional fundraising.
- Prior experience in fundraising within the nonprofit sector preferred.
- Proven experience building, developing and maintaining new and existing donor relationships.

- Experience in planning, leading, and managing development projects, including coordinating with staff and volunteers to achieve desired outcomes, tracking and reporting on progress to Executive Director and Board of Directors.
- Commitment to the mission of the organization.
- A valid Driver's License is required.

Working Conditions

- Must be able to work or attend events on nights and weekends as needed.
- Must be able to work in a fast paced, high-volume environment.
- This position requires regular, in-person attendance at BEAM locations. At the discretion of the Executive Director, some remote work within the Jacksonville area may be allowed.

Physical requirements

- Ability to sit for extended periods of time.
- Stamina to use a computer for extended periods of time.
- Ability lift materials up to 50 lbs.
- Tolerate some bending, stooping, and squatting.
- Ability to use keyboard unassisted.
- Ability to use telephone unassisted.

Submit cover letter and resume to: recruiting@jaxbeam.org