

Position Title: Development Director

FLSA Status: FT/Exempt

Reports To: Executive Director

Mission: *SAY Sí ignites the creative power of young people as forces of positive change. We value artists, empower marginalized communities and advance culture.*

Learn more at <http://www.saysi.org/>

Position Description: The Development Director is an integral part of the SAY Sí leadership team. Director will be responsible for creating and implementing comprehensive, strategic development and donor marketing plans. Director will lead development, cultivate lasting donor relationships, manage grants, and support events.

Essential Duties and Responsibilities:

- Develop and execute a strategic plan for donor cultivation, retention, and stewardship
- Support marketing and communications strategies, including online and print materials
- Execute grant strategy, proposals, and reports for government, corporate, private and individual funders
- Oversee funding campaigns, fundraisers and other fundraising initiatives
- Donor database oversight and maintenance
- Works collaboratively to establish a strategy for tracking metrics

Additional Key Responsibilities:

Mission Advancement - Reinforce SAY Sí's values within the organization and to the community; effectively communicate benefits and impact of SAY Sí's efforts to all stakeholders; secure resources and support for all philanthropic endeavors.

Collaboration - Build and nurture strategic relationships to enhance support for SAY Sí; serve as a community leader in building collaborations based on trust and credibility to advance our mission; communicate with influence to attain buy-in and support of goals; Provide tools and resources for the development of others.

Operational Effectiveness - Strategically integrate development processes; involve team and community in the development of initiatives, clear accountability and ensure continuous improvement. *Personal Growth* - Foster a learning environment embracing diverse abilities; create a sense of urgency and positive tension to support change; anticipate challenges that can derail growth and personal learning.

Competencies and Qualifications: Strong organizational skills and attention to detail; proficiency and previous experience with SalesForce or other donor-related databases; facility and comfort with technology and enthusiasm for learning new functions and products; excellent interpersonal skills and ability to work collegially with a team; excellent written and oral communication skills; comfortable working in a fast-paced environment, including multi-tasking and meeting required deadlines; ability to work occasional weekends and evenings; positive attitude, strong work ethic and highly responsible with confidential data.

Education: Bachelor's degree from four-year college or university; or one to two years related experience and training; or equivalent combination of education and experience.

Schedule: Challenging full-time schedule, generally 9 AM to 6 PM, Monday through Friday. Schedule subject to change, may include some weekend and evening hours. Currently hybrid remote and in-person.

All potential candidates will need to submit PDFs of their resume/CV (including references) and cover letter to board@saysi.org Email Subject line: Application for Development Director

Submissions will be accepted until position is filled. *No phone calls please.*