



826DC Director of Development

Employment Type: Full-time, salaried, exempt
Reports To: Executive Director
Department: Development
Start Date: Spring 2021

826DC is an award-winning youth writing and publishing center that has operated in the District of Columbia since 2008. We believe that great leaps in learning can happen with one-on-one attention and that all youth deserve the opportunity to share their stories widely through writing. In service to our commitment to amplifying student voices, 826DC's young authors have been featured in eleven professional anthologies, *The New York Times*, *The Washington Post*, and on NPR and CBS News.

826DC is part of a national network of youth writing centers, 826 National, which was founded by veteran educator Ninive Caligari and author Dave Eggers and was voted one of the top 30 companies to work for by *GOOD Magazine*. 826 National has garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States, and 826DC was honored with the Mayor's Arts Award for Outstanding Contribution to Arts Education in the District of Columbia.

JOB PURPOSE

The Director of Development develops and manages the execution of 826DC's ambitious but thoughtful fundraising and external relations strategies across all funding streams. This individual will work with the Executive Director, Board of Directors, a team of two staff members, and volunteers to raise 826DC's annual budget of \$900k. 826DC maintains a human-centric, collaborative, and flexible workplace culture and is looking for an individual who can support the organization in upholding these values.

DUTIES AND RESPONSIBILITIES

SYSTEMS/DEPARTMENT MANAGEMENT

- Work closely with the Executive Director, the Board of Directors, the Development Committee, and 826 National to develop and execute fundraising strategies that meet aggressive annual and long-term fundraising and communications goals for the organization.
- Develop and implement a fundraising plan for 826DC, including prospect research, cultivation, solicitation, and stewardship development.
- Maintain a centralized database of all 826DC fundraising initiatives, tracking, and responding to reporting requirements.
- Manage Development & Communications staff, interns, and service members.

DONOR RELATIONSHIP MANAGEMENT

- Develop a portfolio of major gift donors and prospects, meeting revenue goals, and moving prospects through the cultivation/solicitation cycle. Effectively manage and track donor cultivation activities in database and/or grant calendars.
- With the assistance of the Development & Communications Manager, work with ED and BOD to design and manage profit-producing events and giving campaigns.
- Ensure that appropriate recognition and reporting occurs for all donations, grants, and contracts.

INSTITUTIONAL RELATIONS MANAGEMENT

- With the administrative support of the Development Specialist, build and maintain strong, positive relationships with existing and prospective corporate, foundation, and government funding sources.
 - Prepares and ensures submission of high-quality grant proposals, project budgets, and reports, and manage the grant writing development specialist. Ensures application to and manages a diversified pool of municipal, regional, federal, and corporate grants.
 - Maintains a centralized database of all 826DC grants, tracking and responding to reporting requirements.

COMMUNICATIONS AND MARKETING MANAGEMENT

- With support from the Development & Communications Manager:
 - create and work with external designers on all fundraising collateral and annual reports. Develop collaterals to support fundraising events, campaigns, and outreach to donors.
 - ensure the success of 826DC's social media channels—Twitter, Facebook, Instagram.
 - maintain 826DC's website.
 - produce and coordinate 826DC's monthly e-newsletter.

MISCELLANEOUS

- Work closely with the staff of 826 National, as assigned.
- With support from the Development & Communications Manager and a part-time Deputy Store Manager, ensure the success of 826DC's retail shop.
- Work closely with 826DC leadership team to ensure consistent communication and collaboration across departments. Through the 2022-25 Strategic Plan, ensure that 826DC's development operations demonstrate our Diversity, Equity, and Inclusion values, and that 826DC strives to be a leader in the movement for anti-racist philanthropy.
- Participate in 826 National Development Calls.
- Provide other services as reasonably requested by the Executive Director.

Working Conditions and Physical Requirements: This an exempt position with regular hours Monday through Friday from 10am – 6pm, with evening and weekend work to cover special events and development activities. The DoD should be very comfortable interacting with a diverse range of people including students, staff, volunteers, customers, donors, and visitors. Accommodations will be made to ensure an inclusive workplace.

Direct Reports

The Director of Development will directly supervise the Development & Communications Manager, the Development Specialist service member, and interns, as appropriate.

QUALIFICATIONS

- Possesses a flexible, creative, and dynamic spirit and demonstrates enthusiasm for the mission, vision, and values of 826DC;
- Possesses exceptional organizational and administrative skills and the ability to manage up;
- Experience managing a team of individuals (managing an entire department is a plus) and supporting the professional growth of team members;
- Firsthand experience with fundraising, which may include individual or institutional solicitation as well as revenue generating events, and a proven track record of maintaining fiscal integrity and budget

compliance;

- Passion for and knowledge of the donor moves management process;
- Experience in grant writing and demonstrates exceptional written and oral communication skills;
- Understands how to engage with a diverse set of audiences and centers 826DC's mission with integrity throughout;
- Experience in a nonprofit setting, working in the context of a strategic plan, and experience working with a board of directors are preferred.
- The ability to delegate tasks, inspire volunteers, and work with a variety of personalities; and
- The ability to support the cultivation of a positive, collaborative, and human-centric workplace.

COMPENSATION

The salary range for this position is \$60,000 - \$65,000. Compensation package includes health care reimbursement, a generous vacation and sick leave policy, 401k match, and ongoing professional development opportunities.

TO APPLY

Please send a cover letter and résumé to HR@826DC.ORG with the subject "826DC Director of Development." We will reach out to selected candidates to coordinate interviews. No phone calls, please.

Individuals of all ages and backgrounds are encouraged to apply. 826DC is an equal opportunity employer and strongly encourages persons of color, women-identifying individuals, LGBTQIA persons, and individuals with disabilities to apply for this position.