



POSITION DESCRIPTION

Director of Development

ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities.

Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this through meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work.

The Director of Development for Urban Triage will report to and in partnership with the CEO, and spearhead development efforts as Urban Triage continues to grow. As a new position in the organization, the Director will have the opportunity to build the development function.

POSITION GENERAL OVERVIEW

- Develop and execute annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of Keela and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising
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DAILY AND MONTHLY RESPONSIBILITIES

- Developing, implementing and monitoring progress toward short- and long-term fundraising strategy and goals.
- Supervising, setting goals with and for, and reviewing the performance of development and communications department staff.
- Cultivating relationships with current and prospective funders and supporters, especially individual donors.
- Maintaining oversight over all fundraising activities including major giving, grants, special events, direct mail appeals, corporate partnership initiatives.
- Working with the Board of Directors, including the Board fundraising committee, in development related projects
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Grow a major gifts program including identification, cultivation and solicitation of major donors
- Oversee grant seeking including research, proposal writing, and reporting requirements
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Direct the annual fund program, including mailings and annual fundraising drives
- Direct capital campaigns and other major fundraiser drives
- Coordinate fund raising special events
- Direct employee fundraising drives
- Oversee prospect research
- Make public appearances/accept speaking engagements to share information about our work and campaigns
- Staff Board Development Committee meetings
- Supervise and collaborate with other fundraising staff and volunteers
- Maintain gift recognition programs
- Demonstrate professional conduct at all times
- Perform other related duties as requested

SKILLS. AND QUALIFICATIONS

- BA, MA (a plus) or equivalent experience
- Five-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills

- Knowledge of donor relations CRM
- Knowledge of traditional and digital marketing, content marketing, and social media marketing
- Experience with research using data analytics software
- Excellent writing, communication, and presentation skills
- Proficiency in full Microsoft Office suite, especially with Excel and PowerPoint
- Working knowledge of HTML and design and email software
- Positive individual that can maintain solid working relationships with internal and external resources
- Patient and able to remain composed in stressful situations
- Flexible and able to adapt to different situations
- Represent the Urban Triage team with professionalism
- Require little management, direction and/or supervision from CEO
- Comfortable with a Black woman CEO
- Fast past environment that's forever changing to meet the needs of those most vulnerable

Preferred

- 1 year in Behavior health
- 1 year with community engagement organizations

DISCLAIMER: The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

COMPLIANCE REQUIREMENT: This job adheres to the ethical and legal standards and behavioral expectations as set forth in the code of business conduct and company policies. As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential customer information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy. Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations as well as company policies and training requirements.