

Director of Development
Council for Relationships

About Council for Relationships

Founded in 1932, Council for Relationships is a nonprofit organization with the mission of helping people improve their important relationships by providing exemplary therapy, educating and training clinicians in the family systems approach, and advancing the behavioral health field through research. More than 70 therapists and psychiatrists as well as 50 interns provide services at 10 offices and other community-based locations as well as online throughout PA and NJ. The organization's annual budget is \$5.5 million, with approximately 10% generated through philanthropic revenue.

The Opportunity

Council for Relationships ("CFR") is seeking an experienced Director of Development (DoD) who reports to and works in close partnership with the Chief Executive Officer (CEO). The DoD, a full-time position, manages all fundraising activities for the organization. The DoD plays a critical role in supporting CFR's work of annually helping approximately 5,000 people from throughout the Philadelphia region and beyond lead healthier and more productive lives. The DoD works collaboratively with CFR's management team and will represent CFR among Board Members, donors, and strategic and program partners.

The ideal DoD candidate is a self-starter with an entrepreneurial spirit who will work with energy, a sense of humor, and unfailing integrity to achieve CFR's annual and strategic philanthropic revenue goals. The DoD must have demonstrated experience in working across departments and a proven track record of multi-functional, development experience (e.g., individual giving – annual, major, and planned gifts, corporate and foundation relations, special events, and campaigns). With a leadership style that inspires confidence and role models excellence, the DoD will be responsible for cultivating relationships among varied stakeholders to secure mission support and enable CFR's reach and social impact.

Development Responsibilities

Annual Fund/Major Gifts/Endowment Campaign

- Draft and manage editing of appeal letters, reply devices, and other annual fundraising materials; ensure segmenting, merging, and printing of letters for mailing
- Coordinate with staff, board members, and volunteers for letter personalization, donor follow-up, and stewardship
- Oversee development and management of e-appeals
- Draft, manage editing of, and submit major donor proposals and appeals
- Ensure accurate and efficient processing of donations
- Coordinate meetings with donors, prospects, and appropriate CFR Board and staff
- Manage timely donor cultivation and stewardship

Institutional Relations

- Draft, manage editing of, and submit all foundation, corporate, and other grant proposals and reports
- Prepare, follow, and regularly update proposal and report calendar
- Ensure all proposals and reports are edited, compiled, and submitted to meet deadlines
- Conduct institutional relations and stewardship, as appropriate

Special Events

- Plan/implement CFR's fundraising and stewardship event(s), ensuring all aspects are addressed
- Form and staff meetings of the fundraising event committee, as appropriate
- Oversee design and coordinate editing, printing, and mailing of fundraising event invitations and sponsorship opportunity materials
- Coordinate event venue, decorations, refreshments, audio-visual arrangements, and other logistics
- Staff and coordinate volunteers to execute the event(s)
- Assist with other CFR special events as needed

Development Operations

- Draft, follow, and revise as needed the organization's development plan
- With the CEO, set annual fundraising goals
- Report regularly to the CEO on fundraising progress and to the board as directed
- Maintain the donor database, hard copy, and electronic files to ensure data accuracy and quality of donor communications
- Monitor and revise all development systems, policies, procedures, and materials to optimize fundraising success

Communications/Marketing Responsibilities

- Work with marketing team to coordinate production of Annual Report and other development collateral
- Develop messaging for eNewsletter, social media, and e-blasts in support of Giving Tuesday and other fundraising appeals
- Develop plan for Donor and Impact spotlights and other marketing efforts in support of fundraising

Other Responsibilities

Planning and Budgeting

- Assume responsibility for the achievement of development goals and financial objectives, ensuring that evaluation systems are in place related to these goals and objectives, and reporting progress to the CEO
- Develop short- and long-term plans and budgets for development
- Develop, implement, and monitor systems and procedures necessary to the smooth operation of the development function
- Keep informed of developments in the fields of development, not-for-profit management and governance, and mental health, as possible

Board and Other Meeting Support

- Serve on Management Committee (senior management team); arrange and document Management Committee meetings
- Help coordinate board-related communications, activities, and meetings
- Support board committees as assigned

Additional duties as assigned

Preferred Qualifications

- Bachelor's degree or commensurate experience
- 5+ years of experience in a development context
- Strong verbal and written communication skills
- Proactive attitude and strong time management skills
- Strong sense of self direction and autonomy with the ability to work independently
- Ability to think about high level ideas while also paying meticulous attention to details
- Flexibility to occasionally be available for evening/weekend meetings/events
- Experience using fundraising software and technology resources

Hours and Compensation

This position is for 30-35 hours/week with an annual salary of \$80,000-90,000 (determined based on experience) with health and other benefits. A hybrid of remote and in-office work is possible.

To apply, please submit a resume and cover letter to development@councilforrelationships.org

As of June, 2021