

Job Title: Development Director

Organization: Real Queens Fix Each Others' Crowns

We are looking for a **Development Director** for the [Real Queens Fix Each Others' Crowns](#). This role would be responsible for researching and building relationships with potential donors, organizing fundraising events, and recommending and implementing fundraising strategies and goals.

Our ideal candidate will have:

- Prior fundraising experience for nonprofits or charities
- Excellent interpersonal skills that establish and maintain credibility and relationships
- Strong organizational and time management skills
- Excellent problem solving skills, ability to communicate effectively, both verbally and in writing
- Good strategic and tactical thinking
- The ability to work in a collaborative style and move others to action by planning, motivating and organizing work tasks
- Ability to manage team and delegate tasks
- Able to meet deadlines and goals

Key responsibilities include:

- Establishing and maintaining relationships with potential donors through in-person meetings at events, cold-calling, direct mailing, and other networking methods
- Networking with companies to establish ongoing/event sponsorships
- Working with RQFEOC's marketing and outreach team members to increase awareness of the RQFEOC organization by e-mail/web marketing, word-of-mouth at local conferences and other events, and other means
- Maintain and implement fundraising strategies, which may include organizing fundraising events, web-based fundraising (youcaring, indiegogo, etc.), grant applications and others
- Managing development team and goals
- Maintains department budget and financial reporting
- Working with marketing team members to develop appropriate solicitation materials and other correspondence and acknowledgements

- Tracking and analyzing past fundraising efforts to measure effectiveness and forecasting for future fundraising needs
- Managing the donor database to ensure contact information is current and donor contact preferences are honored

Expected time commitment: 10 hours/week. This includes checking RQFEOC emails three times a week, attending meetings, and following up on various tasks for your role.

We ask that all leadership team members commit to one year of being on the team, if possible, unless a lesser time frame can be negotiated. Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!