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# DIRECTOR OF DEVELOPMENT

## **Council of Urban Professionals**

The Council of Urban Professionals (CUP) is a 21st century leadership organization that develops diverse business and civil leaders, and empowers them to exert influence, achieve their individual goals and create collective impact through a range of programs and initiatives.

## **About the Position**

The Director of Development will lead the strategic direction and overall management of the organization's fundraising.

The Director of Development will achieve this goal by enhancing existing strategies and developing new, innovative approaches to strengthen and grow CUP's support base. The Director of Development will be charged with diversifying CUP's revenue portfolio and will be responsible for managing relationships with corporate sponsors, foundations and major donors. As a key senior leader, he/she will advise the Executive Director on all strategic initiatives and will collaborate with CUP's highly engaged Board, leading the fundraising committee and participating in Board meetings.

## **Duties & Responsibilities:**

### **Fundraising**

- Develop, manage and deliver a clearly defined fundraising strategy, including measurable short- and long-term goals that will meet the fundraising goals outline in CUP's Strategic Plan.
- The development and diversification of new funding sources; deepening/expansion of "newer" relationships; retention / sustainability of long-term, existing sponsors and growing CUP's revenue portfolio
- Oversee the development, analysis and implementation of new fundraising or fee-for service initiatives
- Act as a liaison for the CUP Board and lead its fundraising committee, engaging Board members as appropriate to push initiatives forward
- Oversee the planning, tenability, and execution of ambitious capital campaigns
- Collaborate with the staff, board and Executive Director to plan CUP's annual gala
- In collaboration with CUP's Director of External Relations, identify, cultivate and engage directly with new and existing high-potential prospects, including high-net-worth donors, with a strategic approach to deepening their relationships with CUP

### **External Relations**

- Serve on the senior management team, collaborating with the Executive Director and other senior leaders on the strategy and execution of all major organizational initiatives
  - Lead the translation of strategies to detailed annual targets and plans
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- Continuously refine and improve the fundraising strategy based on insights and feedback
- Engage CUP's Advisory Board and Board of Directors (Fundraising Committee) in shaping the fundraising strategy
- Attend and participate in Board meetings, presenting key development and communications updates to the Governing Board and manage related board communications
- Lead the Development/Gala Committee and collaborate with the Finance Committee
- Draft Development-related budgets

Additional Responsibilities as determined by the Executive Director

### **Required Knowledge, Skills and Abilities**

- Bachelor's degree required, Masters preferred
- Minimum of 3 years of sales experience
- Nonprofit development experience with a record of increasing revenue from foundations, corporations and individual donors preferred
- Strong understanding and appreciation of the complexities associated with nonprofit 501 (c)(3) entities
- Experience overseeing budgets, with the capacity to forecast, track and manage against budget goals
- Strong knowledge of how marketing, communications and PR can further fundraising efforts, and a track record of using these tools to improve and optimize fundraising efforts
- Experience managing grant application process
- A proven track record of working closely with executive leadership, Board members and key stakeholders.
- Ability to work independently or collaboratively to maximize output and camaraderie.
- Authentic presence, exceptional communication and interpersonal skills, and customer service orientation
- Significant experience setting the strategic direction of large, complex initiatives and driving work to fruition in pursuit of results

Please send emails with subject line "Director of Development", cover letter, resume, and references to [hr@cupusa.org](mailto:hr@cupusa.org)

The Council of Urban Professionals is an Equal Opportunity Employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.