



Director of Development

Mission: Women's Bean Project is a social enterprise that supports women striving to create lasting change in their lives by establishing steppingstones to self-sufficiency.

Position Summary

Do you feel passionate about women's issues, particularly women with barriers to employment? Do you have an entrepreneurial mindset that you like to apply to fundraising. Do you get energy from representing a cause and enlisting people to join you? Do you excel at planning your work and working your plan? Women's Bean Project (WBP) is seeking an enthusiastic, innovative, and experienced development individual to join our team.

The WBP Development Director reports to the CEO and is part of the leadership team. The director's primary responsibility is to WBP's mission by raising the portion of the \$3.3M operating budget that supports program activities (approx. \$1.7M) through large scale fundraising initiatives that engage individual donors and corporate partnerships, working with the CEO and board members on donor relationships, managing the annual fund, cultivating donors, stewarding major gifts, and managing grants. The position also oversees corporate partnerships and volunteer coordination.

The Director of Development works closely with other departments, including Sales, Marketing, Program and Business Operations to develop the resources needed to support the mission. As part of WBP's strategic plan, the Development Director will take the lead in growing contributed income by 10 percent by FYE2027.

Key responsibilities

- Develop and implement the annual fund development plan with strategies and goals that are consistent with WBP's mission and values and align with the strategic plan. These strategies include prospect development, personal solicitation, direct mail campaigns, special events, annual appeals, online giving, and planned giving.
- Manage the \$1.7M development budget and take responsibility for achieving fundraising goals (approx. \$400k in grants, \$300k in events and \$890k in individual and corporate giving).
- Serve as the primary development resource within the organization. Work in conjunction with the CEO and provide support, training, and guidance to the board in their donor stewardship efforts. Provide education and guidance on the Benevon model to all internal and external stakeholders.
- Oversee all donor communications and acknowledgements. Collaborate with the communications team to develop and execute effective donor communications and marketing materials. Oversee and manage donor acknowledgement processes and donor recognition.
- Monitor and analyze fundraising data. Oversee all donor database activities, monitoring for accuracy and analyzing data to evaluate performance and adjust strategies as needed.
- Understand and oversee all sources of funding, cultivate relationships with stakeholders across individual donors, corporate partners, foundation grants and events.

- Manage the grant writer(s) and engagement coordinator by providing guidance, training and support as needed. Work closely to set annual goals and expectations, monitor performance and provide feedback to ensure fundraising goals and volunteer needs are met.

Knowledge, Skills and Abilities

- Bachelor's Degree or equivalent experience in the field of Development, Non-profit, or Business Management
- Minimum of 3 years of experience cultivating and soliciting donors, including major donors and corporate donors or relationship management
- Experience with budget preparation and fiscal management.
- Database management skills. Fundraising software expertise, especially Donor Perfect.
- Ability to work across departments for the benefit of the organization.
- Outstanding interpersonal, presentation, written and verbal communication skills.
- Staff leadership mentality.
- Time management, organizational skills, and flexibility with job duties.
- Creative, self-starter attitude.
- Knowledge of successful fundraising strategies including managing campaigns, strategic planning, and execution
- Ability to plan, organize and coordinate special events.
- Development and implementation of marketing and communications plans for fundraising.
- Work independently and meet deadlines.

Compensation and Benefits

Salary range is \$74,000-\$78,000, taking into account skills and experience.

Women's Bean Project supports the whole employee which is why we offer a generous benefits package. Benefits include accrued Paid Time Off, mandatory Mental Health Days, Floating and 10 Paid Holidays, Health (with 90% premium coverage for the employee), Dental, Vision, Basic Life insurance, Short Term Disability and Long Term Disability Insurance, Flexible Spending Account, Training, AFP Membership, and SIMPLE IRA Retirement Plan with employer contribution offered 1 year after hire date.

To Apply

Send cover letter and resume to HR@womensbeanproject.com