



Director of Development

Job Responsibilities Full Time Salaried

Qualifications, Skills, & Requirements

- Undergraduate degree or higher
- 1-2 years fundraising and supporting a nonprofit's development and stewardship.
- Proficiency in Microsoft office suite and utilizing a fundraising CRM
- Self-starter who can work independently and with a team.
- Passion for youth sports and education
- Knowledge of tennis or willingness to learn more about the sport
- Exceptional customer service, written and verbal communication skills.
- Highly motivated, adaptable, and organized
- Willingness to help other departments as needed and embrace the organization's "all hands-on deck" culture.
- High attention to detail and follow-up
- Ability to manage confidential information with discretion and tact.
- Strong leadership qualities, including the ability both to delegate and to execute, thereby leading by word and by example.
- Must have a valid driver's license.

Key Objectives:

1. Promote NJTL-T's existing programs and partnerships to develop and execute a strategy to secure gifts and/or grants from past, current and potential new corporate, foundation, and individual sources.
2. Regularly assess NJTL-T's existing development program infrastructure, including a donor tracking database, donor communications, and reporting systems. Develop and execute a plan for enhancing the infrastructure.
3. Research, develop and execute submission of new grant funding opportunities to create a pipeline of potential general operating capital and program revenue sources.

Development & Fundraising

- Facilitates, organizes, and executes fundraising activities at both annual fundraisers (Gala and Capital Cup) to ensure the fund campaigns are successful and annual revenue targets are met.
- Track and meet grant submission and reporting deadlines
- Maintain donor and foundation records in Bloomerang CRM software to ensure accuracy and efficacy of the donor database.
- Collaborates with colleagues to execute fundraising projects with a focus on increasing participating revenue, and engagement from prospects, donors, volunteers, participants, and fund/event committees.
- Works with Executive Director, fundraising committee and other volunteers to advance giving strategies and always provides a high level of customer service
- Facilitate the development of relationships with funders through presentations, personal meetings, regular communications, or arranging for meetings with the Executive Director.

- Manage donor acknowledgment with personal thank you notes, phone calls and timely tax acknowledgement letters.
- Collaborate with Marketing Consultant to promote the organization via direct media, social media and email marketing,
- Ensures accurate mailing lists, email lists and specialized distribution lists as needed using Constant Contact and Bloomerang software.
- Reports in a timely manner to Executive Director about special events budget items and ensures target amounts are maintained
- Lead quarterly Development Committee Meetings (*Board of Directors Committee)
- Collaborate with Executive Director to lead fundraising committee meetings
- Additional duties may be assigned