



## **Development & Engagement Director Job Description**

**REPORTS TO: CEO of The Unicorn Children's Foundation, Inc.**

### **JOB SUMMARY:**

The Development & Engagement Director is a dynamic, creative, and driven individual in a leadership position, with a direct reporting relationship to the CEO. The Development & Engagement Director will manage and enhance existing diversified development and engagement plans needed to strengthen the organization's overall fundraising capacity and sustainability. The Development & Engagement Director will be expected to provide strategic leadership to diversify, strengthen and grow UCF's base of support with a focus on individual, corporate and foundation major gift donors. Developing key external alliances to encourage individual and philanthropic support may occur through a variety of fundraising and development vehicles, including but not limited to: special events, annual campaigns, direct mail appeals, monthly giving, planned giving, major gifts, corporate partnerships, social enterprises, grants, peer-to-peer fundraising campaigns, and capital campaigns.

The ideal candidate will be committed to UCF's mission and organizational values, possess superior interpersonal and communication skills, bring experience in driving and sustaining growth in contributed revenue, and have the ability to work effectively with a wide range of internal and external stakeholders including Board members and philanthropists within a small, entrepreneurial environment. The Development & Engagement Director will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

This is a full-time, exempt position.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop and execute a comprehensive, diversified, and sustainable business plan for development activities with short- and long-term goals and strategies. Partner with CEO and Board of Directors to meet the goals of the organization.
- Responsible for the identification, cultivation, solicitation and stewardship of individuals, foundations and corporations, with a long-term relationship-management approach, to meet fundraising goals, improve engagement, and increase overall lifetime giving.
- Analyze and develop effective development reports, mechanisms, and systems including supervising accurate data entry and record keeping to track, monitor, and evaluate all phases of the fund development plan.
- Work with the CEO and CFO/COO to prepare and manage relevant areas of the budget and ensure compliance with funding source guidelines and deadlines.
- Serve as a creative thought leader on how to advance UCF's relevance to, and engagement of, new audiences with a focus on diversity, equity, and inclusion.

**SKILLS:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Highly resourceful team-player, with the ability to also be extremely effective independently as there will be limited administrative support provided.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

**REQUIREMENTS:**

- Bachelor's degree required, additional further certification is a plus.
- Strong work tenure: at least five years of experience in the fund development field preferably with successful management of a small non-profit organization.
- Experience and interest in internal and external communications, partnership development, and fundraising techniques.
- Proficient in Microsoft Office (Outlook, Word, Excel, Power Point and Teams), Adobe Acrobat, Customer Relationship Management Software, and Social Media web platforms.
- Understand and demonstrate respect, compassion, and empathy for diverse values and cultures
- Driver's License and/or reliable transportation
- Clearance of a Level 2 Background Check
- Training/Certification in Positive Behavior Supports (preferred)
- Basic Life Safety (BLS) Certification that includes First Aid, AED, and CPR (*can be completed after employment*)
- Seizure Training Course (*can be completed after employment*)

**SALARY:**

Depending on experience, non-exempt. Benefits package includes: health, dental, vision, life insurance, disability insurance, 403(b) retirement plan with employer match, and paid time-off. Unicorn Children's Foundation is an Equal Opportunity Employer.

**TO APPLY:**

Submit cover letter, resume, and 3 references to [salexander@unicornchildrensfoundation.org](mailto:salexander@unicornchildrensfoundation.org).