



Job Title: Director of Development  
Location: Family Stability Center - Gaston Park  
Status: Full-time  
Reports to: Chief Executive Officer

**Job Summary:**

The Director of Development will partner with the Chief Executive Officer. The Director of Development will create, implement, and manage the short- and long-term resource development strategy of the organization.

**Key Duties/Responsibilities:**

Lead and support the development of strategic initiatives. Lead and support the implementation of annual fundraising goals. Support the Chief Executive Officer in research, securing and managing philanthropic relations. Lead donor prospect research and directly engage potential donors in the solicitation of contributions. Manage donor and volunteer databases. Serve as lead in the development, planning and execution of fundraisers and special events.

**Qualifications:**

A Bachelor's Degree in Business, Finance, Marketing, English Literature or a related field and combined experience (5+ years) in fundraising and/or marketing/public relations in the nonprofit sector are required. Five (5) years of formal leadership experience and/or demonstrated competence as a manager of personnel; major projects; and/or organizational processes. Excellent interpersonal skills, intrapersonal maturity and sensitivity to confidential matters.

**Physical Requirements:**

Work requires the physical demands of standing, bending, lifting or performing other work requiring light physical exertion (up to 30 pounds) in addition to frequent walking and digital dexterity.

**Work Conditions:**

Work is performed under basically normal working conditions as in a standard office environment within a place-based community organization.

Knowledge Quest is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, genetic, gender identity, national origin, veteran or disability status.