



Nonprofit Consultants

EXECUTIVE TRANSITION CONSULTANTS

20 Stanwix Street, 9th Floor, Pittsburgh, PA 15222

Tel: 412.434.1335 * Fax: 412.281.5925 * Email: towens@deweykaye.com



DIRECTOR OF DEVELOPMENT GILDA'S CLUB, WESTERN PENNSYLVANIA

This position is ideal for a mission-driven fundraiser who is committed to strategic fund development for nonprofits through traditional and new vehicles of fundraising. This is an opportunity for an entrepreneurial leader to shape a comprehensive, mission-sustaining development program for Gilda's Club.

BACKGROUND

Gilda's Club mission is to create welcoming communities of support for everyone living with cancer – men, women, teens and children – along with their families and friends. Their innovative program is an essential complement to medical care, providing networking and support groups, workshops, education and social activities. Membership at Gilda's Club is free and is available to those recently diagnosed and long-term survivors as well as those who have experienced a cancer-related death.

The Gilda's Club Program encourages members and volunteers to have the opportunity to build a foundation of social and emotional support in a warm and comfortable environment through support groups, networking groups, lectures, workshops and social activities. In addition, there are programs designed for the whole family and "Noogieland", a special place for children, teens and families who are living with cancer in their lives.

There is a staff of six committed, dedicated professionals and a highly committed Board of Directors. The organization is eight-years old and has an annual budget of \$650K. More information about Gilda's Club is available at www.gildasclubwesternpa.org

RESPONSIBILITIES

The Director of Development is responsible for the fundraising of the organization. This position reports to the Executive Director, and works closely with an active Board of Directors. The Director of Development is specifically or indirectly responsible for the following:

- Planning and communicating with the GC Executive Director, Staff and Board of Directors.
- Developing a multi-faceted, multi-year fundraising strategy and related goals.
- Planning and implementing fundraising and marketing events.
- Participating with the programs and members of the organization.
- Researching donor prospects for major gifts, annual giving, and events
- Developing a major gifts prospect pool; developing and implementing a related plan for cultivation and solicitation.
- Developing and implementing aspects of a corporate giving/sponsorship program.
- Utilizing social media fundraising.
- Identifying, cultivating and soliciting grant funding.

PERFORMANCE OBJECTIVES

The successful candidate will be expected to accomplish the following:

Create a Comprehensive Development Plan. During the first 60 days, create an energetic Development Plan that utilizes performance metrics. The plan is to be a well-rounded funding plan to include events, an annual campaign, individual and major gift cultivation, corporate partnerships and foundation relations. Present the plan to the Executive Director and the Board of Directors. Execute the plan.

Identify, Cultivate, Solicit and Acknowledge Participation in the Mission. Follow up with all donors and gifts. Plan and implement 6-8 fundraising events and participate in additional organizational events as needed. Identify new relationships including donors, volunteers, businesses and others that may benefit from the services of Gilda's Club. Implement development best practices with the research, solicitation and acknowledgement of gifts from individuals, groups, corporations and foundations.

Establish and Sustain Internal and External Relationships. Manage relationships professionally. Seek out opportunities to share and disseminate information internally and externally as appropriate. The Director of Development must have excellent verbal and electronic communication ability.

Administer Policies and Procedures. Manage the budget. Review and create departmental guidelines as needed. Perform organizational functions as required. Seek opportunities to become involved in the mission-centered programs of Gilda's Club.

Participate in Agency Planning. Offer creative insight to the short and long term planning of the overall organization.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate has a blend of the following:

- Bachelor's degree required, advanced degree preferred.
- Substantial prior successful experience with development, fundraising, sales or marketing. This could be an opportunity for either career advancement or a second career.
- Strong work ethic with the flexibility to work weekends and evenings when required for fundraising events.
- A demonstrated passion for the mission of Gilda's Club.
- A competent and natural external leader who can convey confidence, build relationships and represent GC in the community.
- Nimble and creative.
- Integrity beyond reproach, with follow through on commitments.
- Self-directed as well as collegial.
- Strong interpersonal skills, including the ability to build relationship with diverse populations.
- Excellent communication skills, including verbal, written and public speaking.

COMPENSATION

This position offers competitive compensation, commensurate with the level of skill and experience expected from applicants.

TO APPLY

Interested individuals wishing to confidentially discuss this opportunity may contact Michelle Pagano Heck at mheck@deweykaye.com. Qualified individuals may apply in confidence by submitting resume, cover letter and compensation requirements to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **MH # 216-MH687**

Candidates must submit materials no later than February 24, 2012. If you do not receive an email confirmation of your submission within 3 business days, please contact Dawn Kopp at dkopp@deweykaye.com. Please direct all inquiries related to this position to Dewey & Kaye.

Gilda's Club is committed to diversity and encourages applications from all qualified candidates.