

IRONBOUND COMMUNITY CORPORATION**Job Description Form**

Program Name: Development

Job Location: 317 Elm Street, Newark, New Jersey

Job Title: Development Director

Reports to: Hazel Applewhite Title: Chief Executive Officer

Hours: FLSA Status
Exempt
 Nonexempt

Type of position:
 Full-time
Consultant/Contractor
 Part-time Intern

Other comments:

ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) seeks a dynamic individual to lead the Newark-based organization's development efforts. The Development Director will maintain current individual and institutional support and identify and seek new funding opportunities. The Director reports to the CEO, is a member of the senior leadership team, and interacts with Board members and key funders and stakeholders.

Founded in 1969, ICC's mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of the diverse, multi-lingual, multi-cultural Ironbound community. The organization serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ROLES AND RESPONSIBILITIES

We seek a versatile and entrepreneurial individual with an appetite for growth, enthusiasm for learning, and interest in developing and deepening relationships. Candidates should have the ability to effectively lead a fast-paced development environment and build upon the established operational systems. Candidates should have excellent writing, interpersonal and organizational skills. The Development Director will focus on all facets of fundraising - foundation and corporate grants, government support, individual giving and special events. Successful candidate will provide leadership and direction to the Development Department, setting clear objectives and expectations.

Strategic Planning:

- Develop and implement long-term fundraising strategies in alignment with organizational goals and mission.

Donor Relations:

- Cultivate relationships with major donors, foundations, and corporate partners to secure funding and support for the organization.
- Create an individual giving infrastructure for the agency.

Board Engagement:

- In partnership with the CEO, work closely with the Board of Directors to engage members in fundraising efforts and leverage their networks and resources.

Campaign Management:

- Lead capital campaigns, annual giving campaigns, and other fundraising initiatives, overseeing all aspects from planning to execution.

Strategic Partnerships:

- Identify and pursue strategic partnerships with other organizations or stakeholders to enhance fundraising opportunities.

Reporting and Evaluation:

- Monitor and evaluate the effectiveness of fundraising efforts, providing regular reports to senior management and the board.

Budgeting and Financial Management:

- Oversee budget planning and financial forecasting for fundraising activities, ensuring efficient use of resources.

Institutional Support:

- Proactively identify and cultivate grant opportunities from foundations and corporations and public agencies
- Primary individual responsible for writing and submitting funding proposals
- In conjunction with the Development Manager, prepare grant reports, gathering information and input from program and finance colleagues
- In conjunction with the Development Manager, track grant proposals, reports, and renewals to ensure timely submissions

Individual Support:

- Identify, cultivate and solicit current and new individual donors
- Engage members of the Board and senior staff in donor solicitation
- Manage ICC's annual funding appeal and donor gift acknowledgement
- Maintain ICC's donor database

Special Events:

- Work closely with the CEO to plan and produce ICC's Annual Gala, with support from Development Manager

- Provide oversight to and work with the Development Manager in creating and producing two (2) or three (3) smaller events throughout the year to engage existing donors and draw in new supporters.

Communications and Promotion:

- Oversee design and produce marketing and promotional materials, for example: fact sheets, brochures, and annual/impact reports
- Oversee management of the ICC website and social media platforms
- Oversee external communications, such as press releases and email alerts, ensuring balanced representation of all programs

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

Minimum Requirements:

- A bachelor's degree and 5-7 years' experience in fundraising and/or communications with demonstrated track-record of success – with leadership/management experience being a plus
- Strong interpersonal skills and communication skills
- Strong organizational skills; attention to detail and ability to meet deadlines
- Results-oriented and self-starter
- Passionate about ICC's mission and values
- Deep commitment to social justice and lifting marginalized communities
- Must have a racial equity lens and the ability to convey it in writing
- Ability to work collaboratively with others across and organization
- Embrace working with people of different racial and ethnic backgrounds
- Fluency in Microsoft Office Suite and database management

ICC's Core Values

The Development Director is responsible for understanding and nurturing agency culture, as well as its core values.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples include:

Internal Implementation:

- Ensure development team is trained on the value of mutual respect. Incorporate it into orientation programs and regular training sessions.
- Lead by example in demonstrating respect in all interactions. Encourage open dialogue and constructive feedback.

External Implementation:

- Uphold respectful communication with donors, acknowledging their rights and preferences in donor stewardship activities.

- Ensure all external communications reflect courteous and supportive language, aligning with ICC's values.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Internal Implementation:

- Explore opportunities for staff to enhance their ability to understand and relate to the experiences and feelings of others.
- Incorporate stories of individuals served by ICC into development materials to evoke empathy and connection among donors.
- Encourage staff participation in community service and volunteering to foster empathy and connection with the community.

External Implementation:

- Tailor fundraising appeals to highlight the impact on beneficiaries, helping donors understand the positive change their contributions can make.
- Engage with the community to understand their needs better and demonstrate a commitment to improving lives.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Internal Implementation:

- Establish open communication channels for development staff to express their views without fear of judgment. Encourage respectful dialogue and constructive feedback.
- Ensure decisions related to fundraising initiatives are made transparently, with input from diverse stakeholders where applicable.

External Implementation:

- Provide clear and honest reporting on how donor funds are used, demonstrating accountability and transparency.
- Invite community stakeholders to provide feedback on development strategies and initiatives, fostering inclusiveness and transparency.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Internal Implementation:

- Encourage a culture of continuous learning and improvement among development staff. Celebrate successes and learn from challenges.
- Encourage creativity and flexibility in development strategies to adapt to changing circumstances and maximize impact.

External Implementation:

- Ensure that all development efforts aim for the highest quality standards, exceeding donor expectations and building trust.
- Solicit feedback from donors and stakeholders to continuously improve development practices and strategies.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

Internal Implementation:

- Hold development staff accountable for their role(s) in development activities, ensuring responsibilities are clearly defined and evaluated.
- Foster a culture where mistakes are viewed as opportunities for learning and

improvement. External Implementation:

- Provide clear explanations and reports on development outcomes and challenges, demonstrating accountability to donors and stakeholders.
- Uphold ethical development practices and standards, ensuring all activities align with the ICC's values and mission.

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

Salary range for this position is **\$95,000 to \$110,000** – commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan.

If interested, please send a resume and cover letter (required) with expression of interest to DDSearch@Ironboundcc.org.