POSITION ANNOUNCEMENT
January 26, 2021

DIRECTOR OF DEVELOPMENT

Sound Discipline is a leading education equity nonprofit, working with partners to transform schools into equitable learning communities. We employ a variety of social emotional learning models that are science-based, trauma-informed, restorative, and child-centered to facilitate change in the ways adults see and respond to students, and to change systems in schools that perpetuate racial disparities in discipline. To learn more, visit www.sounddiscipline.org.

Sound Discipline is seeking a seasoned fundraiser to lead resource development for our organization. The primary focus areas for this position are strategy and execution, annual fund, stewardship programming, fundraising systems, and donor communication. This position works closely with the executive director, a major giving officer, communications manager, data manager, and administrative assistant. The ideal candidate will have a minimum of eight years’ nonprofit fundraising experience, including three years in leadership.

- Reports To: Executive Director
- Position Status: Exempt, 1.0 FTE (40 hours per week)
- Salary range: $85K - $95K DOE/DOQ
- Benefits include: PTO, health, life, LTD insurance, SIMPLE IRA, internet stipend.

ESSENTIAL DUTIES

Fundraising Strategy & Execution
- In collaboration with the Executive Director, develop and implement long-term resource development and community engagement strategies, plans and tactics.
- Project manage a cross functional team to monitor progress, and drive implementation.

Annual Fund, Stewardship Program
- Create, manage, and implement a framework and plan that facilitates donors’ journey through the engagement cycle.
- Work with the executive director and major giving officer to provide excellent customer service to donors, and to build strong relationships.
- Develop a mid-level donor strategy that inspires deeper engagement and retention of this donor segment.
• Ensure the accuracy, consistency, confidentiality, and respect for donor information. Work with the IT manager to establish systems and infrastructure, including data norms and reporting to support excellent customer service, fundraising/stewardship strategies, and tracking goals versus results.
• Oversee the Administrative Assistant to complete acknowledgements in a timely fashion.
• Conceive, plan and execute donor education and community building events like webinars, tours, and house parties.
• In collaboration with a contract grant writer and program staff, manage relationships with institutional funders, and oversee the identification, development, submission, and reporting for foundation and corporate grant proposals.

Development Communications
• Collaborate with team members to generate and showcase stories and results of our work.
• In collaboration with the executive director and program manager, conceive and write donor-facing content including impact reports, newsletter articles, and acknowledgements.

Leadership & Board Development
• Inform the work of the executive director and board of directors in setting relevant revenue and growth targets.
• “Manage up” with the executive director and Board Members to prioritize and follow through on donor relationship action items.
• Be an internal ambassador for values-based and relationship-centered fundraising and stewardship.
• Contribute to board development processes and decisions from a development and community engagement lens.
• Collaborate with the executive director to engage the board of directors and staff to foster an understanding of their part in the fundraising process.

Other
• During COVID, must have phone, reliable strong internet access.
• Will require occasional availability for meetings and/or events on site, rarely, but occasionally at night or on weekends.

REQUIRED QUALIFICATIONS
• 8 years’ experience in fundraising; at least 3 years’ development leadership;
• Passion for education equity and social emotional learning;
• Knowledge of concepts and commitment to practices of inclusion and equity;
• Demonstrated track record of success meeting fundraising goals;
• Demonstrated fundraising and donor relationship building expertise;
• Experience working with board level volunteer fundraising committees;
• Understanding of donor prospect research tools and approaches.

DESIRED COMPETENCIES
• Offering and receiving constructive feedback;
• Project management of cross-functional teams;
• Facilitation of group conversations – team meetings, committee meetings, donor gatherings;
• Facility with fundraising databases, Salesforce preferred;
• Grantwriting and grants management.

To apply, submit a cover letter and resume in PDF to hr@sounnddiscipline.org with “Director of Development” in the subject line. Priority consideration will be given to resumes received on or before February 8, 2021. Position open until filled. Candidates selected for interviews will be asked to submit a writing sample and three professional references.

*Sound Discipline is committed to recruiting, hiring, developing, fairly-compensating, and promoting the best-qualified individuals for positions at all levels within the organization. We believe the organization’s goals can only be attained by utilizing the diverse skills and backgrounds of all our employees. We therefore maintain an unequivocal commitment to and support of equal employment opportunity for all individuals, free from discrimination based upon characteristics protected by law such as race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, veteran status or any other characteristic protected under local, state or federal law.*