

**AFP Charlotte Chapter
Job Opportunities Service**

Position Available

Name of Organization: MeckEd

Title of Position: Director of Development

Date Position Available: January 30, 2012

Position Reports To: Executive Director

Position is: Full Time: X Part Time: Temporary: Other:*

*Explain if "Other":

Responsibilities:

Under the supervision of the Executive Director the Director of Development will be responsible for the creation of fundraising/development strategies that will include, but are not limited to, building and maintaining relationships with corporations, foundations, civic groups, other local organizations and the development of an individual donor base. The Development Director must also possess a passion for public education and believe in the importance of equity and high quality educational opportunities for all children and families regardless of the zip code of their school.

Principal Activities:

- Oversee and manage resource development for MeckEd that will ultimately result in MeckEd achieving annual fundraising goals.
- Cultivate opportunities with local and national foundations that invest in education, these should include Public Education Grantors that have a history of supporting public education reform.
- To develop a sponsorship plan for donors intended to offer opportunities to current and potential donors that will maximize the financial returns on MeckEd's assets. These assets include the MeckEd/UNC-Charlotte interactive CMS data maps, Annual Thought leader Breakfast, MeckEd Teachers of Excellence Event, Interactive Debates, CMS Conversations and other events/programs that align with our Program of Work in the future.
- To manage and develop MeckEd's three year sustainability development plan we have recently undertaken with the assistance of Michael Marsicano and the FFTC.
- Implement, over a three year period of time, an individual donor plan new to MeckEd's development model.
- Maintain open lines of communication with the Executive Director, other team members, Board of Directors and others via written correspondence and face to face meetings as needed.
- Provide regular recognition and reports to sponsors, donors, and other partners and supporters.
- Write and/or manage the writing of grant proposals relating to the development of current and potential financial sources and opportunities.
- Collaborate with the Executive Director, Program Director and Community Relations/Marketing Director on program activities, messaging and branding efforts and online donation efforts.
- Prepare financial reports and work with finance manager and auditors as needed.
- Assume a leadership role in determining and developing data processes. This will include entering and monitoring individual donor data for future fundraising efforts.

Qualifications:

- A minimum of a Bachelor's Degree, Master's Degree preferred

- At least five years of development experience
- A highly experienced, self-motivated individual with the following attributes:
- A successful record of working with the philanthropic community who has experience in grant writing and the grant writing process.
- Experience in the leadership of a smaller non-profit organization or as a member of the senior leadership team of a larger scale non-profit.
- Superior written and verbal communication and analytical skills.
- Excellent computer and technology skills along with a willingness to learn new technologies as they present themselves.

Salary Range:

- A competitive salary will be determined based on experience, skill set and fit for the organization.
- Health care and a matching retirement plan are available to all full time employees.

Application Procedures and Special Instructions:

Send a resume and cover letter to Bill Anderson, Executive Director at banderson@mecked.org.

The Association of Fundraising Professionals-Charlotte Chapter (AFP/Charlotte) provides the Jobs Opportunities Service as a service to the community. It is not intended to be an endorsement or recommendation for any job candidates.