



1720 St. Bernard Ave. New Orleans, LA 70116

504.930.4412

www.826neworleans.org

Development Director Job Description

POSITION SUMMARY

826 New Orleans (formerly Big Class) is a nonprofit organization dedicated to cultivating and supporting the voices of New Orleans' writers ages 6-18 through creative collaborations with schools and communities. We offer free writing programs and publishing opportunities at our Youth Writing Center in the 7th Ward and in schools across the city. Our staff and volunteers help students improve their literacy skills, become published authors, and understand the power of their voices on and off the page. Since 2010 we've served over 4,000 students and created over 100 publications of student work with the help of over 400 volunteers.

The Development Director is committed to the sustainable growth and advancement of 826 New Orleans through fundraising of major and annual gifts from individuals, foundations, and corporations. Reporting to and working closely with the Executive Director, the Development Director oversees all aspects of fundraising and external communications for the development, successful implementation, and maintenance of a comprehensive fundraising plan to meet organizational goals and ensure that 826 New Orleans's staff and students have the resources they need to thrive.

After major growth in recent years, opening our Youth Writing Center in the 7th Ward and joining the acclaimed 826 Network, 826 New Orleans is in a strong and steady position with a progressing strategic plan, a talented staff, an engaged board, and well-established funding and community relationships.

JOB RESPONSIBILITIES

- Develop and execute annual and long-term fundraising plans, including individual and corporate giving, grants, and special events, to meet organizational goals;
- Evaluate and analyze the existing development program and implement effective changes to increase overall development performance;
- Participate as part of the organization's leadership team in the development and management of the strategic direction for 826 New Orleans, and integrate the team's work to support the organizational vision and mission;

- Oversee preparation of high-quality grant proposals and reports and meet all deadlines;
- Manage the donor database and ensure the accuracy of donor records;
- Develop and cultivate relationships with donors and key-decision makers;
- Supervise development staff, contractors, and volunteers in supporting the development department with grant applications, databases, and events;
- Provide assistance and leadership to the Executive Director to build and maintain long term relationships with donors and to cultivate effective, meaningful relationships with prospects that result in measurable results;
- Guide the board, staff, and volunteers in development best practices;
- Support board participation and engagement, including managing the board fundraising committee;
- Attend staff meetings, monthly 826 National Network Development Director calls, and other professional development workshops;
- Coordinate the development and production of collateral materials related to fundraising campaigns, events, programs, and activities;
- Update relevant sections of 826 New Orleans publication materials, including web site;
- Provide updates to programming team as needed;
- All other duties as assigned by the Executive Director.

EXPERIENCE AND QUALIFICATIONS

- A passion for the mission, vision and values of 826 New Orleans;
- At least 3-4 years of fundraising experience;
- Respect for youth and their home and school communities;
- Ability to work with a culturally diverse population and a variety of stakeholders and audiences;
- Proven track record of researching, engaging, soliciting, and maintaining relationships with stakeholders;
- Ability to self-motivate, work independently, and lead a team;
- Enthusiastic and creative problem-solving abilities;
- Ability to successfully address challenges and make decisions in alignment with strategic organizational objectives;
- Proven organizational, prioritization, and project management skills;
- Experience with Salesforce a big plus;
- A love of books, writing, and/or publishing.

TIME FRAME

This is a full-time, exempt position, 40 hrs/wk.

SALARY

Salary for this full-time position is \$50,000, negotiable with commensurate experience. Benefits include health care, paid time off, and professional development opportunities.

HOW TO APPLY

Please send the following materials to Doug Keller, Executive Director at doug@826neworleans.org indicating your interest in the Development Director position in the subject line.

- Resume and detailed cover letter highlighting your interest and relevant experience
- Writing/grant samples
- Three references

Position will be open until filled.

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. 826 New Orleans does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.