

Position Description

Position: Development Director

Employment status: Part Time (16 hours/week)

About the Program: The Brown Memorial Tutoring Program's mission is to provide elementary students in Baltimore City with literacy skills and to awaken in them a love of reading. The program has been operating for 56 years, serving children from Baltimore City public elementary schools that have been identified by their teachers as reading significantly below grade level and behind their peers. The tutoring program is affiliated with and located in Brown Memorial Park Avenue Presbyterian Church.

Position Objective: To support the fundraising goals of the program by compellingly communicating the work to multiple audiences to secure investment, maintaining complete and accurate fundraising lists, and prospecting and inspiring new donors to support the program.

Major Areas of Responsibility:

- Annual Appeal
 - Creating a compelling annual strategy to inspire renewed and new donors to support the mission of the tutoring program through financial gifts
- Grants Management
 - Draft and finalize annual grant template and adapt throughout the year to fit organizational grant guidelines
 - Send all grants to appropriate parties within prescribed deadlines
 - Maintain accurate record of grant reporting guidelines and complete throughout the year
- Donor Research
 - Conduct prospect research on individuals, foundations, and corporations whose giving priorities align with the program
 - Prepare donor profiles for external meetings and events
- Communications
 - Develop compelling, cohesive, and consistent communications strategy to donors and stakeholders
 - Maintain the program's website
 - Create a regular email newsletter
 - Coordinate with staff to collect and maintain compelling stories of program impact
 - Maintain and update the program's visual library (photos, videos, etc.)
 - Draft and/or coordinate content to highlight the program through the church's communications channels

- Work with Director and Assistant Director to establish and grow the Program's social media footprint and engagement
- Administration
 - Maintenance of up to date donor lists and database information
 - Completing gift acknowledgment letters in a regular, timely manner
 - Process and track all incoming contributions
 - Prepare the contributions report for commission meetings and liaise regularly with the Commission Chair (or their designee) on fundraising strategy

Qualifications

Required

- Bachelor's degree in relevant field or commensurate experience
- Must have a background in development and/or marketing and communications
- Use of computers (Microsoft word, Excel, etc)
- Basic website maintenance
- Knowledge of donor databases preferred
- Strong written and oral communication skills
- Ability to think and plan strategically
- Effective interpersonal skills to engage staff, volunteers, and donors
- Highly organized
- Willingness to work as a team as well as independently
- Practices inclusivity regardless of race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and/or national origin.
- Flexible and innovative

Benefits and Pay

This position is scoped part-time with an \$18,000 salary and not benefits eligible.

Commitment to Diversity, Equity, and Inclusion

The Brown Memorial Tutoring Program is committed to diversity, equity, and inclusion in the selection of staff, volunteers, and commission members with regard to race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and/or national origin. We reasonably accommodate staff members and/or applicants with disabilities, provided they are otherwise able to perform the essential functions of the job.