

Development Director
Simple Changes
Lorton, VA

Reply to:
Corliss Wallingford
info@simplechanges.org

30 hours per week
\$45,000 annual salary (negotiable)

Job Description

The Development Director will be responsible for the strategic development and implementation of all fundraising activities. Working closely with the Executive Director and the Board of Directors, the Development Director will play an important role in ensuring the financial sustainability of Simple Changes and the success of its programs and services. The role is salaried, based on agreed upon number of weekly hours. Work will be done remotely.

Major Responsibilities

- Develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Assume the lead staff role in planning and executing a capital campaign to raise funds in the \$500,000 range to provide a down payment to purchase Simple Changes Farms from investors, beginning with a feasibility study to determine the timeline.
- Responsible for stewardship of major donors (\$1,000+) and solicitation of major gifts. This includes developing strategies to engage donors, holding individual donor meetings/calls, and tracking activity in the organizations database.
- Explore and pursue sources of public funding.
- Establish communications plan to attract IRA contributions and planned giving from potential donors.

- Determine the annual grant income budget that balances program needs with projected grant revenue. Identify new sources of grant income from private and family foundations, prepare grant applications and submit required reports.
- Responsible for the sponsorship income line of the Fall Festival and seed money for the Mid-Year Matching Gift Campaign, stewarding relationships with existing sponsors and supporting board members in recruiting new sponsors.
- Oversee the fundraising process and maintain records of receipts and disbursements of funds.
- Work closely with individual board members to engage them in fundraising activity.
- Serve as ambassador of Simple Changes, continually looking for new funding opportunities, including donations from corporations and community groups, attending meetings, making presentations, and stewarding relationships as appropriate.
- Perform other duties as assigned.

Required

- Five or more years of broad-based fundraising experience, ideally including experience at a smaller organization with a modest fundraising budget and minimal staff. Experience should include major donor cultivation, solicitation and stewardship, grant writing, database management, copy writing, working with vendors and shepherding board members in fundraising activities.
- Ability to create an annual development plan and related budgets.
- Ability to work well with multiple constituencies, including volunteers, participants and participant families, board members, and other community partners.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and ability to learn Neon – donor database.
- Demonstrated creativity, flexibility, resourcefulness, and attentiveness to details.
- A passion for Simple Changes' mission vision and values.
- A bachelor's degree from an accredited college and university.

- Willingness to make changes as needed as part of a team effort to help the organization prosper.
- Knowledge of and adherence to Simple Changes policies and procedures, and regulations pertaining to employment with Simple Changes.

Please send a cover letter and resume to Corliss at info@simplechanges.org. Simple Changes, a 501(c)(3) organization, provides equal employment opportunities without regard to race, color, religion sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, gender identity or expression, or any other protected characteristic under applicable law.

Company Description

Founded in 2005, the mission of Simple Changes is to enrich the lives of individuals with disabilities, their families and community through exceptional equine-assisted activities. We provide therapeutic riding, hippotherapy, and equine facilitated learning activities to individuals from 2 – 90+ years of age. In 2020, with the help of generous investors, Simple Changes moved to our 5-acre private farm located on Mason Neck, VA. We have an annual operating budget of \$450K. Our team includes 8 horses, 5 full and part-time employees, over 50 weekly volunteers. Together we serve 90 weekly clients.