



Mission: To ignite the spark of creativity inherent in all children.

Visit our website: sparkdallas.org

Job Description

Director of Development

Reports to: President & CEO

Position Summary: The candidate is responsible for planning, organizing and directing all fundraising activities to support ongoing operations. As a member of the Leadership Team, this candidate will support a multi-year growth plan enabling the organization to relocate and serve a far greater population of children, while continuing to support ongoing operations in our present location. SPARK! is a fast paced, growing nonprofit organization with strong set of values: Creativity, Community and Integrity.

Responsibilities:

- Develop and oversee the annual fundraising program including major gifts, special events, memberships, grants, and online giving.
- Identify individual, foundation and corporate donor prospects and develop strategies to cultivate those relationships.
- Maintain ongoing communications with donors and donor prospects.
- Work with staff to conduct prospect research.
- Provide strategic direction to staff and volunteers to develop funding requests.
- Prepare timely and accurate stewardship reports to donors.
- Collaborate with staff on planning and execution of special events.
- Coordinate with Marketing on the development of fundraising collateral.
- Support the efforts of the Development Committee.
- Promote the work of SPARK! throughout the community in a manner that will encourage people to share of themselves and their finances; and to become engaged in providing regular support.

Qualifications:

- Belief in the organization's mission and ability to effectively communicate the organization's vision to a wide range of audiences
- Bachelor's degree in related field
- Minimum 5 years of demonstrated leadership and development success in designing and managing comprehensive annual giving programs and fundraising events for nonprofit
- History of Foundation and Individual donor relationships and grant writing experience
- Creative problem-solver who will excel in a rapidly growing and fast paced environment
- Visionary with a strong ability to lead boldly
- Proven skills in planning, implementation, and follow-through with the ability to articulate vision for fundraising and to work a plan capable of sustaining that vision
- A result-oriented individual who demonstrates the ability to work well with people at all levels of the organization, warmly developing relationships while simultaneously employing keen judgment
- Demonstrated ability to work with technology, databases, PowerPoint, Excel, Salesforce a plus
- Proven success in motivating volunteers and donors
- High degree of professionalism while maintaining complete confidentiality
- Passion for the work and programs of SPARK! and ability to effectively communicate the organization's vision to a wide range of audiences
- Must have valid driver's license and be eligible to work in the U.S.

Please send cover letter & resume to: careers@sparkdallas.org