



**Please submit resumes by Saturday,
December 3, 2022
Resumes without cover letters *will not* be
considered.**

1029 Fletcher Ave, Suite 100
Indianapolis, IN 46203
www.kibi.org/jobs

Keep Indianapolis Beautiful (KIB) is a dynamic nonprofit organization with smart, motivated employees who work hard to make an impact in our community. KIB's vision is a vibrant city, with every neighborhood landscape thriving and well, and its people empowered, mobilized, and devoted toward that vision.

Job Title:	Director of Development
Full-/Part-Time:	Full-time
Regular/Temporary:	Regular
Salary:	\$60,000 - \$67,000
Reports to:	President & CEO
Benefits:	Health, dental & vision insurance (company pays 90% of employee coverage), life insurance, long-term disability insurance, 403b match of 3%, generous PTO and holiday schedule

Purpose:

Promotes and supports the mission and goals of Keep Indianapolis Beautiful through fund development efforts, including gifts from corporations, foundation, and individuals. Responsible for planning, implementing, and evaluating KIB's giving programs raising a total of approximately \$2 million annually.

Duties, Functions and Responsibilities:

Fundraising:

- Create and implement short- and long- term action plans for identifying, cultivating, soliciting, thanking and stewarding gifts at all levels from individuals, corporations, foundations, and governmental agencies;
- Prepare sponsorship and grant solicitations/proposals to address funding needs for both general operating and special projects/events;
- Directly solicit gifts within the Director's portfolio, and support solicitation of gifts in others' portfolios;
- Ensure all funder deliverables are executed (reports, logo placement, volunteer days, social media posts, etc.);
- Meet regularly with corporate and foundation representatives, engaging the CEO, Vice Presidents, and others as appropriate.

Organizational Roles:

- Report directly to the President and CEO; take a leadership role among others in the reporting line;
- Supervise Grants Manager and Development Coordinator;
- Meet regularly with managers and program staff across all KIB departments to ensure consistent development support of programs and priority projects;
- Serve as a leader among staff, setting an example for teamwork;
- Participate on and support the board development committee.

Planning and budgeting:

- Utilize Salesforce CRM (NPSP) to manage and report on relationship and donation data;
- Develop and monitor departmental annual income and expense budgets;
- Define departmental workplan and goals in line with organizational goals and strategic plan.

Knowledge, Skills, and Abilities:

- Demonstrated skills, knowledge and experience in the planning and execution of fundraising within a nonprofit organization;
- Comfortable meeting with all levels of corporate and foundation decision-makers;
- Ability to represent KIB in a professional, yet approachable manner;
- Exceptional writing skills, including use of persuasive language and technical ability;
- Strong creative, strategic, analytical, and organizational skills;
- Experience developing and managing people and budgets;
- Ability to meet strict deadlines;
- Proficient with Microsoft Office Suite;
- Proficient with (or demonstrated ability to learn) Salesforce NPSP;
- Ability to manage multiple projects in a fast-paced environment.

Education and/or equivalent experience:

- Five to seven years of professional experience with demonstrated success in fundraising in nonprofit organizations.
- Bachelor's degree required. Graduate degree in a related field is desirable.
- CFRE certification is a plus.
- Knowledge of KIB programs is a plus.

Additional Attributes of Strong Candidates:

- Exhibit KIB's Cultural Values of *Teamwork, Responsibility, Excellence, Openness, Balance, and Joy*.
- In addition to the salary and benefits described above, the Director of Development should be interested in gaining professional fulfillment through this role. Ample opportunity exists to participate in decision-making, leadership, and professional development.