EMPLOYMENT OPPORTUNITY

Job Title: Development Director

Reports to: Co-Executive Directors

Classification: Exempt

About the Organization:
Freedom Inc., is a nonprofit that works with low-income communities of color to end violence, which for us includes interpersonal and systemic violence. We work with Black and Southeast women, LGBTQIA+, and young folks, to end violence that we experience inside and outside of our communities, to bring about deep change to our lives and communities. We work to end violence against us by supporting and building up community members who experience violence, as leaders, who can then create solutions to ending violence within and against their communities.

We do this through leadership development and community organizing, in ways that are language-gender-generation and culture-specific to the women, LGBTQIA+, and youth from Black and Southeast Asian communities.

Job Summary:
Freedom Inc. is searching for a motivated Development Director (DD) to join our Director Team to build and mobilize resources for FI’s life-sustaining work and the movements we accompany. The DD will collaborate closely with the Executive Team and will lead the development and implementation of a robust and ambitious fundraising strategy. The DD will maintain and develop relationships with major foundation and individual supporters, and supervise the growing development team. The right candidate will be joining an expanding development team during a critical period of steady organizational growth. The 2022 organization budget is projected at $4 million. In 2022, FI welcomes a new Co-Executive Director team. This DD will serve as an anchor for fundraising activities through this time of opportunity and transformation for the organization.

Key Responsibilities:
• Work in partnership with the Co-Executive Directors to increase and mobilize resources to support the mission and vision of FI.
• Design and execute an annual development plan to sustain the organizational budget of approximately $4 million from individual donors, foundations, government grants, and partners while also identifying new opportunities for growth.
Serve as a lead frontline fundraiser for FI. Develop, build, and maintain meaningful relationships with a portfolio of over 75 current and prospective major supporters (foundations and individual donors).

Oversee, track, and report ongoing fundraising progress to the Executive Team, including hosting monthly fundraising check-ins and other reporting duties.

Work closely with the Executive Team, Directors and Board on FI’s major fundraising campaigns and events.

Hire, supervise, and mentor the growing development team (Development Manager and Assistant, both new positions) to ensure sustainable budget growth and thorough tracking, reporting, and documentation via their responsibilities of grant writing and administration, CRM management, acknowledgement letters, and planning and coordinating fundraising campaigns and activities.

**Supervisory Responsibilities:**
- Directly Supervises: Development Manager and Development Assistant
- 1:1 staff Check-ins with direct reports
- Conducting staff meetings and team meetings
- Participating in the hiring process
- Delegating work tasks for direct reports
- Bi-weekly timesheet approvals
- Tracking and approving PTO for staff
- Training staff: Administrative training; Work Plan development; Safety training; Expense tracking training; Financial Expense Compliance.
- Ensuring staff are in compliance with policies and procedures and that they are enforced equitably.

**A Successful Candidate will have:**
- A passion for the FI’s mission and demonstrated commitment to addressing issues facing the SEA and Black communities.
- 7-10 years of experience in a development role.
- 3+ years of experience as a supervisor, or related experience facilitating, managing, or coordinating teams towards successful fundraising.
- Successful track record of building and managing relationships, and securing support from foundations.
- Experience tracking development operations in a CRM and utilizing development data to inform work planning and reporting.
- Highly organized, capable of balancing and prioritizing concurrent projects and deadlines.
- Able to establish rapport with donors from a range of class backgrounds, grassroots leaders, and community members in diverse ethnic, racial, geographic, social, economic, and intergenerational groups.
- A strong communicator with excellent writing abilities, public speaking skills with emphasis on clear and compelling appeals, proposals and email requests.
- A natural team player who enjoys supporting and collaborating with colleagues.
- Commitment to a culture of learning and supportive of professional development for growing development team.
- Experience with Google suite, Microsoft suite, and different project management tools (i.e., Basecamp, Slack).
- Knowledge and ability to ensure donor confidentiality.
- Commitment to and enthusiasm for data integrity and record-keeping for institutional memory.
- Ability and willingness to work occasional weekends and evenings/late nights as fundraising events necessitate.
- Understanding of gender/racial/Queer justice and be comfortable working with teens, girls, and folx who identity as LGBTQI.
- Understanding of the ramifications and impact of sexual assault and domestic violence on a wide range of different family types and communities.
- Understanding of patriarchy, capitalism, anti-blackness, white supremacy and queer/transphobia.

Location:
This is a remote possible opportunity, and in-person/local hire preferred. The organization and offices are based in Madison, WI. The candidate must be able to travel to the Freedom, Inc offices as required, and also be able to travel to other major US cities for funder and donor meetings. Work hours will be flexible based on the candidate’s time zone.

Compensation & Benefits info:
The salary range for this position is $100,000 to $115,000. This is a full-time position and offers flexible work hours, a collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 403(b) retirement savings plan.

Please your send resume and a one-page cover letter expressing your interest to: hr@freedom-inc.org
Applications will be reviewed on a rolling basis, with early application preference by August 22, 2022.

This ad will be removed when the position is filled.

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.