



Director of Development

Diaper Bank of North Carolina's (DBNC) mission is to strengthen families by providing a reliable and adequate supply of diapers to families in need in North Carolina. We work with an incredible network of 65+ social service agencies to reach more than 10,000 families monthly with over 500,000 diapers and other baby and hygiene items that help keep children healthy in their early years. Founded in 2013, the Diaper Bank has distributed more than 24,000,000 diapers in the last 11 years. As we expand our presence and impact statewide, we seek a Director of Development to help us accelerate growth and maintain partnerships across the Greater Charlotte area.

WHY YOU WANT THIS JOB:

Just like everyone at Diaper Bank of North Carolina, you believe:

- Changing babies changes lives.
- In the overall success of our organization and all our programs.
- We can create, through actions large and small, collective and individual, a community in which families have all they need to thrive.

ABOUT THE ROLE:

Reporting to our Chief Executive Officer, the Development Director (DD) will bring a passion for our mission and vision, paired with a high level of expertise and strategic thinking to drive revenue growth to meet the immediate and increasing need for our core programs and build long-term growth opportunities for our Greater Charlotte Branch.

Working 35 hours a week, you will be the lead strategist and project manager of DBNC's roughly \$2 million philanthropic revenue portfolio. The Development Director is strategic and tactical and is responsible for executing and implementing DBNC's annual development plan and representing DBNC to individual and institutional donors. In addition, the DD will work with the leadership team that executes the Diaper Bank's robust grant portfolio. Finally, the DD will analyze and fine-tune development communications to ensure the Diaper Bank optimizes its messaging at every opportunity.

This position will work out of the Diaper Bank's Greater Charlotte Branch. The salary for this position will be \$70,000 to \$75,000, commensurate with experience.

THE DEVELOPMENT DIRECTOR CAN EXPECT HIS/HER/THEIR WORK TO INCLUDE:

Leadership and Development Strategy:

- Collaborate with, support, and participate in DBNC's leadership team
- Establish and advise DBNC's Board Development Committee
- Manage and execute the organization's annual development and stewardship plans to achieve annual revenue goals and to generate funding to support the programmatic operations of the Greater Charlotte Branch of DBNC
- Update existing development and stewardship plans with new ideas, industry best practices, and data-driven analyses
- Ensure a robust gift pipeline sufficient to meet annual revenue goals by actively managing prospective and current donors, foundations, and other funders solicited via proposals, grant applications, multiple appeals, and other fundraising activities

Individual donor stewardship and management:

- Identify, cultivate, and solicit individual donors for major gifts with the CEO
- Manage and develop existing initiatives, appeals, and campaigns to establish and maintain new and existing donors
- Coordinate and oversee moves and task management for individual giving
- Execute the donor stewardship process (e.g., acknowledgment letters) and other donor stewardship campaigns to connect donors to the mission of DBNC and foster a sense of community
- Help develop creative and mission-centric fundraising messaging that articulates the unique role and impact of the Diaper Bank's work

Foundation and Corporation Relations:

- Work alongside the CEO and Grant Writer to identify and guide grant proposals
- Manage existing relationships with foundations/corporations
- Research and develop relationships with potential foundation/corporate funders
- Serve as primary contact and manage all groups and companies that are sponsoring and/or entering into a cause marketing relationship with DBNC

Fundraising Operations and Gift Entry:

- Design and update regular progress-to-goal reports and development dashboards for the CEO and Development Committee
- Execute high-quality gift entry and revenue tracking to ensure accurate and thorough documentation of all development activities
- Ensure integrity and accuracy across all records and reports

ABOUT YOU

To be maximally successful in this role, you will ideally:

- Be connected and familiar with the Greater Charlotte community
- Be excited for the opportunity to promote the growing needs of families parenting in poverty and the innovative ways DBNC is addressing these unique and multifaceted needs together with our partner organizations
- Regularly demonstrate strong self-motivation, strategic thinking, and the ability to work independently and with a team.
- Have excellent project management skills, with a knack for working backward from deadlines and the ability to adapt when work plan curve balls arise
- Have a keen attention to detail, a love of adhering to organizational systems, and feel most satisfied when you have produced a high-quality work product
- Possess a high level of integrity and confidentiality and can manage with discretion sensitive information about donors, partners, and beneficiaries
- Be a reliable and friendly communicator who reaches out and follows up with professional persistence
- Be a creative thinker willing to test out new ideas
- Have a collaborative style and know when to pull in leadership and utilize the founder and their story

YOU NEED TO HAVE:

- A bachelor's degree and 6-8 years of nonprofit development experience
- Demonstrable experience as a fundraising generalist (i.e., hands-on practice with institutional giving/grant writing, major gifts, annual giving, corporate partnership building, special events, and online giving campaigns)
- Experience managing and optimizing development operations, including CRM management, budget monitoring, and gift processing
- Experience working with volunteers at all levels and liaising with contractors and consultants

HOW TO APPLY

Candidates should send the following (with "DBNC Development Director application" as the subject) to michelle@ncdiaperbank.org:

- Current resume or CV
- A cover letter
- Three references

HOURS OF WORK, HOLIDAYS, AND OTHER BENEFITS

- 35 hours per week, with a flexible work schedule and generous PTO
- DBNC is closed for one week in August and at least two weeks at year's end.
- DBNC offers health benefits (70% paid), vision plans, disability insurance, and parental leave