

Development Director
Forty Carrots of Sarasota, Inc.

About Forty Carrots Family Center

Founded in 1993, Forty Carrots is a publicly supported charity and a highly-respected agency providing lasting impact through parenting education, early childhood education, and mental health services aimed at strengthening families. Key programs include:

- **Parenting Education Program**
- **Nationally Accredited Preschool**
- **Mental Health Services**

93% of the 4100 clients served in our 2015/16 fiscal year received free services. See more about Forty Carrots at www.fortycarrots.org

The Development Director will report directly to the Executive Director and be part of the Agency Management Team. Director will be responsible for a net gift budget of approximately \$1 million dollars. The successful hire must have:

- a minimum of a Bachelor's degree
- minimum of 8-10 years' experience in philanthropic development, or relevant job history
- proven history of successful staff management
- excellent written and oral communication skills
- demonstrable experience in grant management, writing and/or grant research
- the ability to query, and train staff to manage donor data system (currently ETapestry)
- a proven history in event fundraising and sponsorship securement
- major annual gift closing experience
- a law enforcement record clear of any felony convictions (lifetime) or recent DUIs
- strong references

Although not required, highly desirable experience includes:

- capital campaign experience
- planned giving experience
- a CFRE or other certification demonstrating commitment to philanthropy
- volunteer committee/board experience

Forty Carrots is an Equal Opportunity/Affirmative Action Employer.



DEVELOPMENT DIRECTOR

The Development Director, reporting to and in partnership with, the Executive Director, is responsible for the advancement of Forty Carrots Family Center through fundraising and awareness. The Development Director is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with donors, board members, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies & Procedures Manual. The Development Director will:

- Work in concert with the Executive Director to implement a comprehensive fundraising strategy.
- Serve on the Agency's management team, providing strategic input to management decisions.
- Coordinate and implement all fundraising activities, i.e. Planned Giving Program, Annual Fund, Capital Campaigns, etc.
- Directly supervise and mentor departmental staff, which currently includes 1 FTE non-exempt Fundraising Associate, 1 FTE exempt Donor Relations Manager, .5 FTE Grants & Special Projects Manager. Staffing is relative to departmental success/agency budget.
- Collaborate with contracted Event Coordinator, outside consultants, and development staff to ensure the success of fundraising goals.
- Solicit and steward major donors.
- Oversee and/or write all development materials including press releases, solicitations, fundraising materials and donor correspondence.
- Serve as staff liaison for the board's development committee.
- Submit a monthly report of activities, progress and challenges to the Executive Director.
- Oversee the management of Forty Carrots' grant program, working closely with Grants & Special Projects Manager.
- Work closely with Finance Department to maintain donor records in eTapestry, to assure accuracy of gift processing, donor recognition, accounting and communications.
- Work closely with Program Directors to maintain accurate and knowledgeable information about the respective programs that are being represented. Understand goals, outcomes and diverse clientele.
- Represent Forty Carrots in the community and attend community events to steward relationships and create new ones.
- Manage a departmental budget; engage staff and consultants (if any) in planning and setting annual individual benchmarks.

STATUS: Exempt from overtime.

PHYSICAL DEMANDS OF THE JOB:

Job requires manual dexterity, long intervals of sitting, occasional walking, standing, balance and the ability to: see, hear, speak, lift or carry up to 20 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.