



JOB ANNOUNCEMENT

National Director of Development

College Mentors for Kids, Inc.
Indianapolis, Indiana

Organization Mission and Purpose

At College Mentors, we believe that mentoring transforms lives. We connect kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures.

We are making a difference. Children in the program feel more confident about themselves. They are thinking about future careers and higher education while still in elementary school. Our college student mentors are developing a sense of purpose and love for engagement in their community.

For more than 20 years College Mentors has connected college students with the most to give to kids who need it most. Today, over 2,700 children are served and mentored by more than 3,200 college student mentors and leaders across 32 college campuses in nine states.

Job Summary:

The National Director of Development (NDD) will be the central person leading the development effort necessary to achieve College Mentors for Kids' philanthropic goals, building and maintaining ongoing support, and improving the organization's capacity for future growth in strategic geographic regions. This new position is responsible for planning, formulating, and managing implementation of all fundraising activities, with an emphasis on individual donors.

The NDD will work collaboratively with the Chief Executive Officer, Chief Operating Officer, National Director of Corporate and Foundation Development, and the Board of Directors to determine the goals and budget for annual fundraising activities.

This position reports to the CEO.

Duties and Responsibilities:

- **Oversee all development efforts and lead development strategy for the organization.**
Primary goals include:
 - Growing individual donor market
 - Increasing geographic diversity across all donor markets
 - Building organization cash reserve

- In coordination with the CEO, create and implement an individual development plan that complements and enhances the organization's current fundraising strategy and strategic plan.
- Work closely with the CEO to identify, cultivate and solicit prospects for major gifts and, both personally and through others, establish relationships with them in order to secure significant contributions. Target geographic markets where there is a College Mentors' chapter presence.
- In coordination with the National Director of Operations, ensure an efficient and effective development infrastructure.
- Work closely with the National Director of Corporate and Foundation Development to identify, cultivate, and solicit corporate gifts and sponsorships.
- Manage an individual donor portfolio.
- Manage development team direct reports.
- Manage the annual development budget.
- Set short- and long-term goals for development staff and development team.
- Produce multi-year financial projections, forecasts and analysis.
- Manage event coordinator for annual fundraising event, Inspire.
- Develop and manage timelines for all fundraising activities to ensure all critical fundraising processes are carried out in a timely manner.
- Manage regular development team meetings and regular prospect management meetings.
- Prepare regular reports on fundraising activities for the CEO, COO, and Board of Directors.
- Plan and implement all fundraising activities in accordance with ethical fundraising principles.

Requirements:

- 5-7 years of experience in fundraising or a directly related field, with increasing responsibility is required. A Certified Fund Raising Executive accreditation is preferred.
- A proven record in developing and managing comprehensive fundraising programs focused on prospect moves management.
- A record of accomplishment in achieving annual fundraising goals, managing special events and experience working with boards.
- Ability to create and cultivate relationships across diverse communities.
- Persuasive oral and written communication skills.
- Ability to travel to College Mentors for Kids markets for donor visits.

- Working knowledge of donor database software applications. Raiser's Edge or RE-NXT experience is desirable.

This position is located at College Mentors for Kids' national office in Indianapolis, IN.

The NDD position offers the successful candidate the opportunity to lead, manage and grow an ambitious development department for a growing, national non-profit.

Benefits:

- Full time, exempt
- Generous vacation package
- Health, vision, dental coverage
- Laptop for work use
- Travel reimbursement

Interested persons must submit cover letter and resume to Shelley Hunter at shunter@collegementors.org. The deadline for applications is July 31, 2019. This position has a late summer/early fall 2019 start date.

Additional details regarding College Mentors for Kids may be found at www.collegementors.org.
Equal Opportunity Employer.