



DIRECTOR OF FUND DEVELOPMENT
Reports to Chief Administrative Officer

OVERVIEW

The Director of Fund Development manages grants, online giving, general membership program for the organization and leads major gifts fundraising efforts with the support of the Leadership Team. Collaborates with the Director of Corporate Partnerships who is responsible for sponsorships and naming rights in the Downtown Detroit Partnership's (DDP) Parks and Public Spaces and corporate sponsorships for DDP's Signature Events. The Director of Fund Development is responsible for building a fundraising objective for one year, five years, and longer-term goals. This person in this role is also charged with identifying and securing major funding sources, managing foundation relationships, and supporting donor development activities, including annual giving campaigns. This work is critical in meeting ongoing operational expenses and funding initiatives that fulfill DDP's mission to cultivate economic and social impact in Downtown Detroit. The Fund Development Coordinator, who has responsibility for managing the online donor database and supporting the general membership program, grants, online giving, providing administrative support for signature events and fundraising events, reports directly to the Director of Fund Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. The following is a thoughtful list based on needs.

- **Grants and Foundations:** Identify and manage grant opportunities including creating and nurturing foundation relationships. Researches and writes grant submissions and manages the grant reporting process across the organization.
- **Local, State and Federal Funding:** Identify and pursue opportunities to secure funding from governmental sources to support and further the mission of DDP.
- **Major Gifts:** Develop and execute a major gift strategy for the cultivation, solicitation, and stewardship of donors with a special focus on five figure multi-year gifts to support specified DDP Funds, Endowments, and related programs.
- **Membership:** Manage overall general membership program including structure and member benefits. Collaborate with Director of Governance and Policy and BIZ team to connect and align Boards and sidewalk business members.
- **Online Giving:** Manage and grow online giving platform to diversify donor base and individual giving.
- **Organizational Partners:** Develop relationships with organizational partnerships to develop joint proposals and share expertise to assist in securing grants and sponsorships that impact Detroit.
- **Continuing Education:** On-going professional development to maintain knowledge of industry trends and bring new ideas and best practices to DDP. Demonstrate leadership through participation in industry associations and organizations.

QUALIFICATIONS AND CORE COMPETENCIES

- Bachelor's degree and/or advanced degree in nonprofit fundraising, nonprofit management, or related area. Certified Fundraising Professional certification preferred.
- 10+ years of experience in nonprofit fund development. 5+ years managing direct reports.
- Passion and willingness to demonstrate commitment to DDP's mission, vision, and core values.
- Knowledge and understanding of Downtown Detroit and its business and community demographics.
- Ability to effectively communicate with a diverse set of people, including staff, partners, clients, board members, and corporate stakeholders.
- Relationship-building skills.
- Ability to effectively manage direct-report staff to achieve results that lead to both their and the organization's success.
- Strong problem-solving capability and positive attitude.
- Ability to effectively project manage and prioritize multiple tasks in a fast-paced environment.
- Strong written, verbal and presentation skills
- Attention to detail and highly organized.
- Ability to work effectively and seamlessly with supporting programming, operations, finance, and leadership teams.
- Proficient in Microsoft Office and Salesforce and other organizational software systems.

Interested and qualified candidates can apply by sending a resume and cover letter to DDPcareers@detroitdetroit.org

Downtown Detroit Partnership offers a comprehensive list of benefits for eligible employees including paid time off and holidays in addition to:

- Medical, Dental, Vision, Prescription Coverage, Health Savings Account
- 401k (with employer match of any contribution up to 6 percent of total salary)
- Long Term Disability and Life Insurance
- Flexible Spending Accounts (Healthcare FSA, Dependent Care, Commuter Transportation)
- Worksite Voluntary Benefits
 - Accident Insurance, Critical Illness
 - MetLaw and Life Lock
 - Holiday Savings Account
 - 529 College Savings Account
 - My Pet Protection Insurance
 - Fifth Third Bank Membership Benefit Banking Program
 - Working Advantage - access to exclusive savings on movie tickets, theme parks, hotels, Broadway, and Vegas shows, and shopping partners.

At Downtown Detroit Partnership, we are intentional about diversity, equity, and inclusion. Downtown Detroit Partnership, an equal opportunity employer, does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, genetic information, national origin, age, disability, height, weight, military status, veteran status, or any other characteristic protected by law.