



Job posting

Development Director

Neighbors Link seeks a Development Director who has at least 5 years demonstrable success as a generalist fundraiser and broad experience with direct mail, digital fundraising, events, grants and 5-figure gift solicitation. If you have great communication skills, can work effectively with various internal and external constituencies, enjoy opportunities to be creative, and know how to draw on the strengths of your staff and colleagues, you may be the person we are looking for!

The Development Director will support the mission of Neighbors Link: to strengthen the whole community by actively enhancing the healthy integration of immigrants. This full-time position reports to the Chief Strategy and Development Officer and supervises 2-3 staff members. The primary responsibilities include:

- Maintain existing funding and identify new donors to strengthen a well-balanced mix of revenue sources that includes individual donors, corporate giving, major gifts, special events revenue, and foundation & government grants
- Direct all aspects of the fundraising cycle, manage a portfolio of mid-level donors, and support the Executive Director in managing top tier donors with creative and strategic approaches to stewardship and cultivation.
- Oversee the work of internal and outsourced grant writers; directly work on identifying, researching, and writing grants when needed and appropriate.
- Ensure the integrity and accuracy of the donor database as well as timely distribution of acknowledgement letters and reports.
- Design and implement multi-channel fundraising appeals that combine direct mail, email, social media and personalized approaches to generate revenue.
- Serve as staff liaison to the Friends of Neighbors Link, a volunteer group that organizes fundraising events, participates in advocacy, and supports the mission.

A Bachelor's Degree is required; Master's Degree in related field preferred. This job requires a connection to the Neighbors Link mission and vision, as well as commitment to our fundraising and marketing efforts. Salary range starts at \$70,000+ commensurate with experience.

Contact: jobs@neighborslink.org with subject line "Development Director" and provide a cover letter, resume and 1-2 writing samples.