



Development Director Job Description

Mission | to provide people *impacted* by disabilities with a *daily* opportunity to be fit, active, healthy, and to play.

Vision | to build communities where *all* abilities are provided a ***universal opportunity*** for health, wellness and recreation.

Goal | to provide a higher quality of life for people of *all* abilities by transforming greater Milwaukee into the most ***universally inclusive*** recreation destination in the world.

Values | Inclusion. Collaboration. Partnership. Family. Community.

Job Description

The Development Director will lead all aspects of Development for The Ability Center. The Development Director will be responsible for the following:

- Corporate Giving – approximately \$100,000 per year
- Foundation and Corporate Grants – approximately \$325,000 per year (in partnership with a grant writer)
- Giving Day and Year-End Campaign – approximately \$25,000+ per year
- General and Individual Giving - approximately \$110,000 per year
- Moss Universal Park Campaign – approximately \$5MM by YE 2025 (\$4.8MM already raised)

Job Summary

Manages the daily activities of a non-profit organization's development programs. Responsible for the development of goals and strategies for all fundraising campaigns, layered into a yearly strategic plan. Arranges and attends meetings with donors and prospective donors to create and foster relationships. Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization.

Essential Duties

- Design and implement a comprehensive Fundraising Plan annually which maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Work in partnership with the Executive Director and Managing Director to align the Fundraising Plan with the yearly budget and strategic plan.
- Develop strong relationships within the community to foster a positive image such that companies, schools, civic organizations and individuals will make The Ability Center (TAC) the local charity of choice for funding.
- Act as the primary point of contact for funding, donations, and fundraising event inquiries.
- Implement, collect, organize, and maintain a complete and accurate database record of donors and funding received. Establish tracking tools and monitor funding on a regular basis, utilizing fundraising database, Network for Good, Facebook and corporate matching gift systems.
- Create and maintain fundraising and donor reporting to share with TAC's Board of Directors.
- Acknowledge/thank/ steward all donations on a timely basis. Manage process for required tax receipt letters for applicable donations, and thank yous.
- Work collaboratively with the Development Director - Special Projects, to align outreach and stewardship efforts with new and existing corporations.
- Perform networking at selected community and leadership events.
- Act as primary support to Founder and Executive Director when it comes to delivering presentations on programs/ mission to various community, corporate and other groups as needed.

Corporate Giving

- Oversee all sponsorship and program grant development for TAC, in partnership with Development Director - Special Projects.
- Provide leadership to the Founder and Executive Director to achieve the organization's philanthropic and sponsorship goals.
- Proactively identify potential sponsors. Steward potential sponsors, develop sponsorship proposals, schedule meetings to discuss opportunities and follow-up to secure sponsors.
- Lead creation of sponsorship support materials, including marketing and collateral material, in partnership with Community Program Director, while maintaining consistency with brand guidelines.
- Draft and edit donor materials and copy.
- Negotiate and manage sponsorship agreements and serve as a liaison with corporate partners on sponsorship execution.
- Manage sponsorship budget. Responsible for all aspects of financial management including, coordinating sponsor invoicing (in partnership with Managing Director) and tracking of program components.

Event Planning, Execution, and Support

- Plan, execute, and support annual fundraising events.
 - Set fundraising goals for each event and mobilize Board of Directors and Committee members to support fundraising goals.
 - Manage logistics of events, with support of TAC staff.
- Grow the Annual 3v3 Charitable Wheelchair Basketball Tournament -The UnstoppABLE Cup (Spring)
- Ideate, develop, plan, execute, a yearly fundraising award event - UnstoppABLE Awards (by Fall 2025)
- Ideate, develop, plan, execute, a yearly fundraising Wheelchair Football or Softball event (within first two years)

Foundation and Corporate Grants

- Oversee grant strategy and contract Grant Writer to:
 - Identify, evaluate, and pursue grant opportunities. Prepare and submit grant applications, monitor their approval process, and generate necessary follow up reports.
 - Maintain and grow current foundation contacts and gifts, while identifying and setting goals towards grant growth and diversity.
- In concert with Grant Writer, identify a yearly plan that includes specific grant targets and/or restrictions or general operating funds.
- Work in partnership with the Managing Director on grant restrictions, budgets, funding, reporting needs, etc.

Giving Day and Year-End Campaign and General Giving

- Develop and oversee the implementation of the marketing/fundraising strategy for the annual giving campaign each year, including printed materials, e-communications, social media, etc.
 - Engage full staff team and TAC Board and Advisors and supporters to raise unrestricted funds from Giving Tuesday through the end of the calendar/fiscal year.
 - Evaluate the annual giving program on a regular basis and provide updates to the Founder and Executive Director and Board of Directors
- Maintain current individual giving activities while building out a robust plan for future growth and sustainability.

Skills and Knowledge

- Strong networking/fundraising skills; experience in donor stewardship, grant writing/management, and event management is desired
- Excellent personal, verbal, and written communication skills
- Customer service, communication, and record keeping experience required
- Able to manage multiple projects while meeting deadlines
- Solid organizational, time management, and project management skills required
- Initiative and collaborative skills indicated
- Foster and promote business relationships and partnering within the community
- Comfortable working with people from diverse backgrounds; passion, empathy, and openness to people with disabilities
- Establish rapport and build on relationships to promote The Ability Center's mission

- Demonstrated strategic thinking and planning abilities
- Ability to envision and convey an organization's strategic future to staff, board, volunteers, donors, and community partners
- High level of resourcefulness, creativity, and solid organizational leadership

Professional Qualifications and Experience:

- Bachelor's degree or related experience. Knowledge and experience with nonprofits and fundraising.
- Minimum of 5-7 years of experience in nonprofit fundraising leadership role with proven results.
- Minimum of 2 years of experience working or volunteering with a diverse population of adults and children, in a nonprofit setting.
- Willing to work a flexible schedule of morning, afternoon, and occasional evening and weekend hours.
- Proficient use and understanding of Google: Drive, Docs, Sheets, and Slides.

Start Date: Immediately

Salary: \$100,000

Reporting: Reports to Executive Director

- Supervises Grant Writing Consultant, and Development Director - Special Projects (staff)

Location: Office space located in Wauwatosa; hybrid

Benefits: health, dental and vision, life and long-term disability insurance, employee assistance program, holidays and PTO.

Submission Requirements

- Submit resume, cover letter and three professional references in ONE pdf to madeline@tacwi.org by February 16, 2024. In email subject please note, "Development Director_LAST NAME"