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[www.SCNTR.org](http://www.SCNTR.org)

## **Job Description**

### **Director of Development and Data**

**Timeframe to apply:** Open until Filled

**Salary:** Based on Experience

**Start Date:** As soon as possible

#### **BACKGROUND**

*The Selma Center for Nonviolence, Truth, and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation, with a mission to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic, and racial violence at personal, family, community, and systemic levels.*

The Director of Development and Data (DODD) is a vital member of the leadership team at the SCNTR, who drives strategy and resources organization-wide with the goal of achieving social justice and community advocacy. The DODD leads, manages, and executes the strategic and operational responsibilities for the achievement of the SCNTR's annual development goals in the following areas: Individual Giving, Foundation/Government Grants, Legacy Gifts/Endowments, and Annual Appeal.

Moreover, the Director of Development and Data is a key contributor and provides direct support to other members of the leadership team in the delivery of programs and services to families and children of all economic and social backgrounds.

THIS POSITION IS BASED IN SELMA, AL.

For more information, please visit <https://www.SelmaCNTR.org/>.

#### **REPORTING RELATIONSHIPS**

This position reports to the Executive Director.

#### **YOU ARE**

- An outstanding, hands-on development professional who has knowledge and skill in the major areas of fund development.
- A grant writer capable of managing a grant portfolio of foundation and state and federal grants.

- A fearless and flexible manager who is comfortable managing tactical details, while simultaneously holding strategic conversations with members of senior staff, donors, and other key stakeholders.
- Passionate about advocating for social justice for all people with a special focus on BIPOC communities.

## **PRIMARY RESPONSIBILITIES**

### *Strategy and Leadership*

- Design and implement ongoing comprehensive development strategies and plans for individual donors, foundations, and government grants.
- Work closely with the Executive Director, Board of Directors, Development team, and the SCNTR's staff on development strategies, programs, and plans to achieve the most optimal results.
- Manage, supervise, and provide hands-on support to the Development staff, contractors, and volunteers.
- Collaboratively work with team members to identify paths of economic support for SCNTR programs and projects.
- Closely collaborate in the development and implementation of the organization's overall strategic framework to fulfill its mission and attain its vision.

### *Fundraising*

- Grant research, writing, managing, financial reporting, and tracking. Also monitoring and evaluation to ensure that the terms of the grants are being adhered to.
- Design, implement, and maintain a broad range of highly visible, structured, and successful fundraising programs.
- Create and manage a portfolio of prospect donors and grantors, developing and maintaining a prospect management analysis and reporting system.
- Identify, define, and acquire initial and sustainable funding resources available to the organization.
- Develop and implement campaigns for planned giving, charitable trusts, endowments, and related development programs.
- Develop calendars and plans for fundraising events and requests.
- Actively build relationships with new, existing, and past donors and seek new funding from a variety of sources, and represent the SCNTR in meetings with potential funding sources.

### *Fundraising Operations*

- Develop, oversee, and manage the fundraising budget consisting of Corporate Giving, Grants, Events, and Foundations.
- Develop and manage the annual budget for all development and fundraising initiatives.
- Manage and ongoing database input for accurate and timely reporting of all fund development objectives.
- Enhance the current donor management system to optimize a CRM database.

- Ensure full compliance with federal, state, and local laws and requirements and regulations, compliance with charitable giving rules and grant obligations, contracts, donor restrictions, and external reporting requirements.

#### *Data*

- Give information to prepare regular programs status reports to be presented to the Board of Directors and its Programs Committee.
- Attend all Program Committee meetings of the Board of Directors and present on data, as well as board meetings as necessary.
- Help provide information for processes for monitoring performance and collaborating with program teams to determine ways to improve.
- Collect qualitative and quantitative data.
- Work with evaluation and communications professionals to ensure that data is being expressed.
- Produce a regular newsletter, as well as other mix media to ensure the impact of the SCNTR is widely recognized.
- Find creative ways to share the impact of the SCNTR including updating the website.
- Ensure that SCNTR Dashboard is at least updated monthly.
- Assist in production of annual reports and other data-driven reports.
- Assist with evaluating events including producing and collecting surveys.

#### **QUALIFICATIONS**

- Bachelor's degree preferred, or equivalent experience
- Leadership abilities with a collaborative spirit and strong management skills
- Demonstrated ability to inspire and motivate staff, board, donors, and potential partners
- Strong strategic and implementation skills; ability to grasp emerging opportunities and challenges of the organization and the role; adept at creating and implementing strategic fundraising plans
- Ability and disposition to perform, all types of development activities, from strategic visualization and leadership to hands-on, everyday tasks
- Excellent knowledge of and demonstrated success in building mutually beneficial relationships with individual, family, community, public, private, and corporate funding sources, and related sources
- Possess knowledge and experience in fundraising techniques, grant writing, and CRM platforms, including fundraising within corporations and foundations
- Record of proactive, hands-on budgeting and budget analysis and reporting; a strong track record of meeting and exceeding goals, objectives, targets, and commitments; a demonstrated track record of leading, building, and sustaining a legally compliant organization
- Command of team process and the discipline to prioritize tasks and focus on results in an organization deriving funding from program fees, community donors, sponsors, and other sources
- Proven communications skills, both written and verbal, particularly the ability to educate and persuade through verbal communication – both formally and informally
- High ethics, integrity, sound professional judgment, and ability to maintain confidentiality with tact and discretion
- Embrace, support, and demonstrate a commitment to diversity, equity, and inclusion

*Requirements*

- Complete our 5-day Kingian Nonviolence Conflict Reconciliation, Restorative Justice and Racial Equity trainings
- Flexible and a team player
- Models and exemplifies the organization's core values and beliefs
- Supports both the mission and vision of the organization
- Demonstrates an orientation for results and achievement (e.g. making data-driven decisions, taking initiative, etc.)
- Able to work as needed on nights and weekends for SCNTR events

Qualified applicants for this life-changing position, please send a cover letter and resume to [info@SelmaCNTR.org](mailto:info@SelmaCNTR.org). Subject: Director of Development.

The Selma Center for Nonviolence, Truth, Reconciliation encourages a diverse work environment and is an equal opportunity employer. SCNTR highly encourages BIPOC to apply for all positions.