

NATIONAL SCHOOL CHAPLAIN ASSOCIATION

*Donor Development Director

Job Description

NSCA is seeking a candidate whose primary role is to create strategy for donor development, engagement, recruiting, and retention.

This is a full-time position hybrid position in which you will work part-time remotely as well as set office hours. However, this position is national in scope and will require frequent travel. The Donor Development Director will utilize virtual communication platforms to offset travel when appropriate.

Responsibilities

- Research, contact, and build relationships with potential donors, foundations, and other donor development opportunities.
- Represent the organization's mission to donors, potential donors, and other external stakeholders.
- Work directly with the CDO to create plans and content used for digital, social, print, video, audio, and environmental media, including Google ads.
- Create reports on the effectiveness of all donor development efforts. Regular reporting to CEO.
- Establish opportunities to market NSCA programs including conferences, exhibits at schools, career fairs and other speaking engagements.
- Team up with Partner Relations Manager to develop a donor appreciation and recognition schedule. Also create a monthly donor program.
- Assist Events Coordinator with current donor engagement and actively pursue event sponsorships.
- Assist CFO to determine donor development and event planning budgetary needs as well as set event specific goals.
- Attend networking opportunities and act as point of contact when determined by CEO.
- Other duties may be directed by the NSCA leadership or Board of Directors

Education and Experience

- bachelors' degree or higher in a marketing-related field or 5-7 years of previous work experience in marketing, sales, or non-profit org(s)

Qualifications

- Effective communication skills, including public speaking. Bi-Lingual, is a plus.
- Ability to work independently as well as with groups.
- Strong conflict resolution skills
- The ability to manage multiple projects at once; strong ability to multitask.
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Word) & Social Media platforms
- Exceptional communication skills, both written and verbal; and social

*This position is a **supported raised** role (not a direct-hire **job**), so the future employee must develop a team of partners who provide financially for his/her full salary and benefits. We provide training, resources, and coaching to help reach their financial support goals.