

# NINETY ONE PLACE

**Job Title:** Associate Development Director

**Reports to:** CAO

**Job type:** Full Time

**Pay rate:** \$54,000-\$57,000 annually

## **Job Description**

At 91 Place, we are dedicated to breaking cycles of generational poverty and chronic homelessness through transformative programs rooted in redemptive relationships. Our work goes beyond providing shelter; we offer comprehensive support, including transitional housing, mental health services, trauma-informed care, education, and workforce development for youth aged 18-24. We are guided by our core values: Life of Opportunity, Authentic Integrity, Empathetic Accountability, Community of Compassion, and Christian Love. Our vision is a world where every young person can thrive with dignity and hope for the future.

The Associate Development Director will play a critical role in advancing our mission by supporting and executing strategic fundraising efforts under the direction and coaching of the Chief Advancement Officer. This position is perfect for a highly motivated, detail-oriented, and ambitious professional eager to grow in nonprofit development. The role involves building lasting relationships with donors, managing fundraising campaigns, and coordinating impactful events, all while fostering a culture of gratitude and accountability.

## **Objectives of this Role**

### **1. Fundraising Strategy & Execution**

- Collaborate with the Chief Advancement Officer to create and implement comprehensive fundraising plans.
- Manage a portfolio of donors and prospective supporters, focusing on long-term engagement and stewardship.
- Identify and pursue new funding opportunities, including individual, corporate, and foundation partnerships, to advance 91 Place's mission.

### **2. Donor Relations & Stewardship**

- Cultivate and maintain relationships with current and prospective donors through personalized communication, timely follow-ups, and meaningful recognition.
- Organize and execute donor appreciation and engagement events that reflect our values of community and compassion.

- Draft compelling donor communications, including proposals, impact reports, and thank-you letters that authentically convey the impact of giving.

### **3. Campaign & Event Management**

- Plan, coordinate, and oversee fundraising campaigns and events, ensuring alignment with 91 Place's mission and strategic goals.
- Collaborate with the marketing team to develop outreach materials, including brochures, emails, and social media content, to promote giving opportunities.
- Manage event logistics, from vendor selection and budget management to on-the-ground execution, ensuring high-quality experiences for all attendees.

### **4. Cross-Department Collaboration**

- Work closely with program and finance teams to align fundraising efforts with organizational priorities and communicate impact effectively.
- Maintain accurate donor records and uphold confidentiality within our CRM system, promoting a culture of data integrity and ethical stewardship.

### **5. Reporting & Data-Driven Improvement**

- Track and analyze key fundraising metrics, providing insights and recommendations to senior leadership.
- Use data to evaluate campaign effectiveness and identify areas for growth and innovation.
- Stay informed of philanthropic trends and best practices, integrating relevant strategies into development activities.

#### **Additional Duties:**

- Perform other assigned duties.

#### **Qualifications:**

- Bachelor's degree in a related field, such as Nonprofit Management, Business, or Communications.
- 2 + years of experience in development or fundraising, preferably within a nonprofit organization.
- Demonstrated success in donor cultivation, securing gifts, and managing fundraising campaigns.
- Strong project management skills, with the ability to oversee multiple initiatives simultaneously.
- Excellent communication and interpersonal skills, with a proven ability to build relationships with donors and stakeholders.
- Proficiency in CRM software.
- Team-oriented with a collaborative approach to achieving goals.

#### **Preferred Qualifications:**

- Experience in event planning and management.
- Knowledge of fundraising regulations and best practices.

- Certified Fundraising Executive (CFRE) credential (a plus) or like experience