



National Organization for Albinism and Hypopigmentation

## JOB DESCRIPTION

### **POSITION: Director of Development (Part Time)**

**Reports to:** Executive Director

#### **Position Summary:**

The Director of Development is responsible for developing and implementing a comprehensive fundraising strategy to ensure the organization's financial security. Key responsibilities include cultivating relationships with donors, managing fundraising campaigns, and identifying new funding opportunities. The Director of Development serves on the Resource Development Committee and provides regular updates to the Resource Development Chair and the Board of Directors. The ideal candidate will demonstrate proven success in nonprofit fundraising and a deep commitment to advancing NOAH's mission.

This **remote** position is **part-time (up to 20 hours per week, 40 hours per pay period)**.

#### **Duties and Responsibilities \*\*:**

The Director of Development will perform work in areas that may include but are not limited to:

- **Fundraising Strategy:** Develop and execute a strategic fundraising plan to meet annual revenue targets.
- **Donor Relations:** Support the Executive Director in identifying, cultivating, soliciting, and stewarding individual, corporate, and foundation donors. Manage donor engagement, scheduling, and follow-ups, including oversight of NOAH's legacy giving program.
- **Campaign Management:** Plan and oversee fundraising events and campaigns, both online and in-person. This includes spring fundraisers, annual awareness campaigns, individual giving campaigns, and annual appeals.
- **Communications:** Collaborate with the marketing team to develop compelling fundraising materials, including donor appeals, newsletters, and social media content. Create resources such as presentations, case statements, background profiles, and sponsorship guides to enhance donor engagement. Develop resources and strategies to foster and promote peer-to-peer fundraising initiatives.
- **Data Management:** Oversee maintenance of accurate records of donor information and fundraising activities using NOAH's nonprofit management software.
- **Collaboration:** Work closely with the Executive Director, staff, and volunteers to align fundraising efforts with NOAH's mission and organizational goals.
- **Grant Writing:** Support and advise a volunteer team managing grant applications and funding opportunities.
- **Travel:** While primarily remote, occasional travel may be required. Travel expenses will be covered per NOAH's Travel Reimbursement Policy.

*\*\*These duties may be modified and supplemented by the Executive Director.*



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### **Qualifications / Skills:**

- Exceptional verbal and written communication skills, with the ability to effectively convey NOAH's history, mission, vision, and programs to potential funding sources.
- Strong project and time management skills with problem-solving capabilities.
- Strategic thinker with keen attention to detail and the ability to develop and implement successful and creative fundraising solutions.
- Excellent organizational abilities and relationship-building skills.
- Strong interpersonal and leadership skills, with experience managing teams or volunteers.
- Proficiency with donor management software (e.g., DonorView, Salesforce).
- A positive and enthusiastic demeanor, with a genuine passion for NOAH's mission and a commitment to making a difference. Preference will be given to candidates already engaged in the NOAH community.
- Ability to work independently and collaboratively as part of a team, with a flexible schedule to accommodate part-time hours. Adaptability in a dynamic, evolving environment.

### **Education and Experience:**

- A college degree in Nonprofit Management, Business Administration, Marketing, Communications, or a related field is preferred.
- Preference will be given to candidates with a minimum of 3–5 years of nonprofit fundraising or development experience that aligns with the duties and responsibilities outlined above.

Clear results of a criminal background and financial background check will be a condition of employment. Applicant must be eligible to work in the United States.