



<b>Job Title</b>	Director of Development	<b>Location</b>	Raleigh, NC
<b>Salary Range</b>	\$70,000 - \$80,000 salary package commensurate with experience	<b>Position Type</b>	Full-time, Exempt
<b>Department</b>		<b>Hours</b>	Monday – Friday onsite Raleigh and Durham locations with some flexibility + occasional nights & weekends
<b>Reports To</b>	Executive Director	<b>Date Posted</b>	

**Company:** Note in the Pocket

**Service Area:** Triangle Area, NC

**About Us:** Note in the Pocket is a non-profit organization dedicated to reducing clothing insecurity in the Triangle area. Our mission is to provide quality clothing to homeless and impoverished children and families with Dignity and Love. When a student's basic clothing needs are met, detrimental social, emotional, mental, physical, and academic barriers are reduced making improved pathways to college or career possible. We seek a dynamic and passionate Development Director to lead our fundraising efforts and support our mission-driven initiatives.

**Position Overview:** As the Development Director, you will play a crucial role in managing and expanding Note in the Pocket's development team in the Triangle area. You will be responsible for implementing a comprehensive fundraising program in support of Note in the Pocket's mission and goals. You will manage a team to support our program growth goals, ensuring the achievement of annual revenue targets. This role requires a strategic thinker with a proven track record in fundraising techniques, donor cultivation, communication, collaboration, and team leadership.

**Primary Responsibilities:**

- Collaborate with the board and Executive Director to set, execute, and achieve revenue goals to reach annual revenue requirements and build reserves to support future growth. This includes but is not limited to, the identification, cultivation, solicitation, and stewardship of corporate and foundation gifts, major individual gifts, planned giving, special events, and grant writing.

- Manage the regional development and marketing team, guiding their efforts in identifying and cultivating donors, and leveraging digital platforms, social media, and data-driven strategies.
- Identify, cultivate, solicit, and steward donors and prospective donors; actively manage a portfolio of approximately 30,000 donors and prospective donors.
- Oversee the planning and execution of all fundraising events by providing support and ensuring their success.
- Plan, monitor, and evaluate all fundraising campaigns and activities, including direct mail, to maximize their impact.
- Manage and maintain the donor database; ensure and monitor accurate records to prepare stewardship reports, communications, and gift acknowledgment.
- Secure corporate gifts, sponsorships, and foundation support to diversify our funding sources.
- Assist the Executive Director in making compelling presentations to potential funders.
- Collaborate closely with the Executive Director, board, staff, and stakeholders to build a team of speakers prepared to represent NITP to raise awareness and expand positive fundraising relationships throughout the Triangle.
- Serves as a senior management team member to help shape organizational strategy.

**Minimum Qualifications and Experience:**

- Bachelor's degree in Business, Social Services, or related field (preferred) or a combination of education and experience
- A minimum of five years experience in fund development or nonprofit setting, with Wake and Durham County experience being a plus
- Outstanding written, verbal, public speaking, and interpersonal skills
- Demonstrated excellence in organizational and managerial skills
- Full computer proficiency with standard Microsoft and Google Suite applications
- CFRE Certification (preferred)
- Proven track record of raising \$1M+ annually.

- Experience leading and supporting collaborative fundraising and communications teams.
- Experience using CRM databases, preferably Little Green Light or similar platforms.
- Proficiency in fundraising software and tools, with excellent oral and written communication skills.

**Knowledge, Skills, and Attributes:**

- Ability to relate well with diverse individuals, listen actively, build rapport with dignity and tact, and be comfortable working in a cross-cultural environment.
- Proficient in Google Suite, Microsoft Office, and social media platforms (LinkedIn, Facebook, Instagram, etc.).
- Strong time management skills with the ability to work effectively in a deadline-driven environment.
- Detail-oriented with a commitment to excellence, accuracy, and continuous improvement.
- Proactive problem solver with the ability to identify and implement effective solutions.

**Salary Range & Benefits:**

The salary range for this position is \$70,000 - \$80,000 depending on experience and qualifications.

Benefits include: Generous paid time off, health/dental/life insurance.

Join us in our mission to provide clothing and support to children in need and raise awareness of Clothing Insecurity. If you are a dedicated and experienced fundraising professional looking to make a meaningful impact, we encourage you to apply for the Development Director position at Note in the Pocket.