

Job Description: Director of Development

Date:	April 2017
Title:	Director of Development
Position Description:	<p>Since launching in 2009, Experience Matters has been at the heart of a movement that is changing the face of civic engagement – a movement capitalizing on a growing pool of skilled talent transitioning from primary careers in the private sector and looking for meaningful opportunities to help their communities. We connect these passionate, experienced individuals with local nonprofits looking for innovative ways to achieve their mission using targeted professional help.</p> <p>Experience Matters is led by a talented team of creative, collaborative, change-makers dedicated to achieving extraordinary results and creating a stronger more vibrant community.</p> <p>As a key member of the Experience Matters team, the Director of Development plays a critical role in strategic fund development, the cultivation and stewardship of corporate, foundation and individual donors, creating brand awareness and engaging the board in fundraising activities.</p> <p>Responsibilities for this position include:</p> <p><u>Fund Development Strategy & Oversight</u></p> <ul style="list-style-type: none"> • Work in partnership with the CEO to develop written, detailed goals, strategies and action plans for all fundraising efforts. • Manage fund development campaigns including annual appeals, individual giving and major gifts. • Supervise contracted grants administration activities. • Work collaboratively with Executive and Operations Coordinator, Marketing Communications Manager and other key Experience Matters Staff.

	<p><u>Board Engagement</u></p> <ul style="list-style-type: none"> • Act as the lead staff and support the Fund Development Committee of the board of directors and the Annual Event Committee. • Support and create ongoing opportunities and activities to inspire and engage the board in their role in donor cultivation and stewardship. <p><u>Corporate Partnerships & Sponsorships</u></p> <ul style="list-style-type: none"> • Work in partnership with the CEO and Business Development team on identifying prospective corporate partners for sponsorships and/or employee engagement opportunities. • Assist in the development of key messaging and materials for presentations. • Provide as needed logistical and document preparation and follow up support for corporate partner meetings. • Steward relationships with current corporate sponsors and partners to ensure long-term support. <p><u>Individual and Major Gifts</u></p> <ul style="list-style-type: none"> • Work in partnership with CEO on a new multi-year special project Technology Campaign, identifying opportunities to develop a Social Investors Club targeted to entrepreneurs and technology companies. • Maintain and grow a robust portfolio of individual donors and prospects. • Develop a major gifts strategy targeting high net-worth individuals and private family foundations. <p><u>Events</u></p> <ul style="list-style-type: none"> • Work in partnership with the Annual Event Committee to develop event theme, messaging, and strategy. • Play a key role in obtaining sponsorships and participate other event activities as directed by the Annual Event Committee.
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	<ul style="list-style-type: none"> • Develop a post-event donor cultivation plan and build relationships with key constituents and prospects to ensure long-term support. • Identify potential major gift opportunities from event attendees and develop and implement strategies for major gift solicitations. <p><u>Fundraising Campaigns</u></p> <ul style="list-style-type: none"> • Work in partnership with Marketing Communications Manager to develop messaging, materials, strategies and calendar for all electronic/mail campaigns. • Oversee implementation of campaign strategies by working closely with Executive and Operations Coordinator and other Experience Matters staff and contractors. <p><u>Grants and Administration</u></p> <ul style="list-style-type: none"> • Manage the direction of the contracted grants administrator. • Partnership with Executive and Operations Coordinator in managing the Experience Matters donor database and ensure best practices are followed in gift processing, data entry and gift acknowledgement. • Establish and maintain systems for evaluating and reporting the effectiveness of fundraising activities including detailed financial analysis of revenue and expense targets, goals and actuals.
<p>Key Skills and Personal Attributes</p>	<ul style="list-style-type: none"> • Ability to interact on behalf of the CEO with composure, poise and discretion during interactions with high-level community leaders, corporate and foundation executives and the general public • Mature decision making ability • Strong social and interpersonal skills, with a high value placed on customer service, collaboration and shared leadership • Stellar oral and written communication skills • Positive attitude, strong personal engagement and optimistic outlook

	<ul style="list-style-type: none"> • Highly organized • Flexible, adaptable, manages well in ambiguity and creative, entrepreneurial environments • Excellent time management skills • Highly proficient in Microsoft Office Suite • Experience with Matchmaker a plus • Highly efficient in maximizing time, resources and priorities
Qualifications:	<ul style="list-style-type: none"> • Minimum of 7+ years related work experience in fund development, sales, corporate relations and/or customer service • Bachelor’s Degree, Master’s Degree preferred • A valid Arizona driver’s license and insured automobile
Benefits:	<ul style="list-style-type: none"> • Paid time off, including vacation, sick leave and holidays • Health insurance after 60 days • Professional development opportunities
About Experience Matters:	<p>Established in February, 2009, Experience Matters is the result of a groundbreaking initiative of the Virginia G. Piper Charitable Trust in partnership with Atlantic Philanthropies, the Arizona Community Foundation and Civic Ventures, a national civic engagement organization.</p> <p>Experience Matters was formed to recruit, train and place experienced baby boomers in paid and unpaid service positions with a nonprofit or civic organization in need of their expertise and talent.</p> <p>Our mission is to create a culture in our community and its organizations that fosters meaningful work and service opportunities for experienced people in the second half of life.</p> <p>We offer a new model – remarkable service in communities and a remarkable experience for people in the second half of life. Our focus is simple: work strategically to enhance the capacity of the public and nonprofit sectors by connecting experienced, well-skilled adults with social purpose opportunities in civic and nonprofit organizations to</p>

	tackle our community's most pressing social issues.
Work Environment:	The Experience Matters is fully entrenched in the growth life cycle stage and as such operates in a small, highly agile, and flexible work environment with a mix of traditional paid staff, contracted resources, stipend roles and volunteers. Communication and collaboration in virtually every area of the operation, both internal and external, is open and frequent. Work will take place in the Experience Matter's office, with occasional support at off-site events as needed.
Supervisor:	Eric Eilertsen, CEO Experience Matters eeilertsen@emaz.org
Work Location:	Experience Matters 360 E Coronado, Phoenix AZ 85004 7 th St./Coronado
To Apply:	Please email Cover Letter stating your interest and alignment with this position and Resume to: Attention: Tori Jones Email: tjones@emaz.org Deadline to apply: Accepting resumes through April 21, 2017 No phone calls please.