

Director of Development Position Profile



JobsWork MKE

TRANSFORMING LIVES THROUGH CAREERS

March 2022

Organization and Position Overview

JobsWork MKE’s mission “Prepares and encourages motivated individuals living in poverty to achieve economic self-sufficiency through sustainable employment”. JobsWork MKE provides a comprehensive, step-by-step pathway out of poverty for motivated individuals who seek to transform their lives. The approach is holistic and supports the individual throughout the entire process, assessing and training the participants, providing dependable employees to an extensive network of small businesses and anchor institutions. The staff remains hands-on, providing one-on-one guidance on issues in the workplace and at home. JobsWork MKE help participants keep their jobs and advance in their careers. Even after they’re employed, participants continue to receive guidance from staff members and volunteer mentors.

JobsWork MKE works with participants to restore their human dignity. By doing so, we motivate and empower them to achieve stable employment, then to progress in their careers. Too many people in Milwaukee’s central city face significant barriers to long-term employment—unsuccessful work histories, addictions, criminal records, limited education, housing instability, lack of access to transportation, and unresolved trauma. JobsWork MKE provides the pathway to overcome these barriers, to help motivated people find sustainable employment and become self-sufficient. With self-sufficiency comes pride, a feeling of self-worth and a positive impact that ripples out beyond the individual.

The Director of Development reports to, and is in partnership with, the President. The Director of Development will plan, coordinate, and execute all fundraising activities for JobsWork MKE. This is a new position in the organization, so the Director of Development will have the opportunity to build the development function. This senior leadership role will lead the strategy, planning, and execution of all philanthropic activities for JobsWork MKE. The Director of Development will have the ability to successfully manage relationships with a wide range of stakeholders and have supervisory experience. They will support the vision: “Through hope, high expectations and holistic support, we transform lives by helping people get and keep good jobs”.

To learn more, please visit: <https://www.jobsworkmke.org/> .



Essential Duties and Responsibilities

- Develop and execute annual fundraising plan; create targeted goals, quantifiable outcomes, and timelines.
- Assist in securing financial support from individuals, foundations and corporations.
- Manage grant process including researching new prospects, building a grants pipeline, writing proposals, and creating reports.
- Support the implementation of an individual giving strategy including designing various appeal processes, managing donor tracking database (Salesforce) including gift entry, and acknowledging gifts and stewarding donors.
- Ensure timely and accurate proposal and report deliveries to funders.
- Monitor all donor information; provide and present statistical and qualitative analysis to President and Board.
- Research funding sources and trends to help position JOBSWORK MKE for major fundraising changes and/or challenges.
- Coordinate planning and execution of fundraising events and donor recognition events.
- Develop collateral material related to fundraising activities.



Qualifications

- Passion for the mission and culture of JobsWork MKE.
- Demonstrated commitment to working with the individuals served by JOBSWORK MKE.
- A fundamental belief in the resiliency of people.
- Positive attitude and high energy level.
- Bachelor's degree preferred.
- Minimum of 5 years full time work experience.
- Previous fundraising experience preferred.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work independently and meet shifting deadlines with a commitment to producing high-quality work.
- Excellent organizational skills and attention to detail; ability to manage multiple projects simultaneously.
- Working knowledge of MS Word, MS Excel and database software. Familiarity with Salesforce or another customer relationship management system is a plus.



Instructions for Applicants

Please email all items below, combined into one document, to jobswork@leadingtransitions.com no later than **1:00 p.m. CT on April 21, 2022**: A letter **describing your qualifications** for this Director of Development position, including **your passion for JobsWork MKE's mission** addressed to: *Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202*; a **detailed and updated resume**; and the names of, your relationship to, and the contact information for, **three professional references**.

Applications will be accepted until the position is filled. References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence.

The annual salary for this Director of Development position starts at \$70K.
JobsWork MKE offers a generous and robust benefits package for each of its staff members.

JobsWork MKE is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age, disability, marital status, or any other basis protected by applicable federal, state, or local law.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any situation. We believe that periods of change are transformational and bring great new opportunities.