



The Afterschool Alliance is a non-profit based in Washington, D.C. that is working to give all children and youth access to quality, affordable afterschool programs.

DIRECTOR OF DEVELOPMENT

The Director of Development will provide the leadership, strategic direction, management and coordination for all Afterschool Alliance fundraising efforts. The Director will create fundraising strategies that increase the organization's support from individuals, corporations, foundations, and other sources. The Director will work in close collaboration with the Executive Director, and other senior staff to expand and enhance the fundraising and strategic goals of the organization. The Director of Development will report directly to the Executive Director.

Responsibilities include but are not limited to:

- Develop annual and multi-year fundraising plan for the Afterschool Alliance that incorporates foundation, corporate, individual, government and new media strategies;
- Plan, administer, and implement all fundraising activities for the Afterschool Alliance;
- Manage the development department in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals;
- Provide detailed reports about the fundraising progress to the Executive Director on a regular basis;
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, corporate and foundation contributions;
- Cultivate donors and work with Executive Director and Board to solicit key donors;
- Prepare, oversee and manage proposals, reports, and grant and sponsorship requirements;
- Create and distribute timelines and deadlines for fundraising activities;
- Serve as a visible spokesperson and advocate for the Afterschool Alliance in the community and with potential funders; and
- Serve as a member of Afterschool Alliance's senior management team.

QUALIFICATIONS

Candidates must have at least five years proven experience managing a complex fundraising program in a sophisticated organization with a reputation for quality and excellence. Candidates must have demonstrated experience managing staff and budgets. Candidates must also have a record of measurable results in organizing and implementing such activities as: major gifts, annual gifts, grant writing, corporate and foundation giving, and special events. Candidates must be computer literate and have an ability to manage multiple projects under tight deadlines and excellent interpersonal, written, and oral communication skills. Candidates must be detail orientated and work well in a team setting. Experience with new media is a plus. Salary commensurate with experience. Please send cover letter, resume, writing sample and references info@afterschoolalliance.org by December 17, 2010.