



Director of Development JOB DESCRIPTION

Overview

The Director of Development at WaterStep has an exceptional opportunity to work with a dedicated staff, volunteer team and loyal donors to make a positive difference in the world by saving lives with safe water. WaterStep is a 501(c)(3) nonprofit organization committed to bringing safe water to communities in developing countries and disaster areas.

Access to water is one of the biggest problems our world faces. One out of every ten people on the planet do not have access to safe water. That is 748 million people - more than twice the population of the United States! More people die every year from diseases caused by unsafe water and poor sanitation than from armed conflict. And unfortunately, children are the most vulnerable.

Purpose

The Director of Development leads WaterStep's fundraising efforts and reports to the CEO. The Development Director should spend 50 percent of his/her time out of the office meeting with donors.

The core responsibility of the Director of Development is to secure donations following the strategies outlined in WaterStep's Development Plan. The Director of Development will work with all departments to provide an excellent experience for all WaterStep donors. The Director of Development will focus on implementing a major gifts strategy, overseeing grant applications and being a constant pipeline of stories and information to supporters.

The Director of Development should possess strong verbal and written communication skills. Computer skills will also be essential for success, as well as a high level of interpersonal skills, extraordinary attention to detail, and a significant commitment to personal responsibility for outcomes.

Essential Functions

- Making gifts happen by engaging in face-to-face and one-on-one donor conversations.
- Nurturing WaterStep's major donors.
- Cultivating all WaterStep donors.

- Reaching out and engaging prospects in the work of WaterStep.
- Leads a weekly Major Gifts meeting with the CEO and Development Associate
- Participates in a weekly Gift Acknowledgment Meeting and follows up with the appropriate actions.
- Records necessary donor information in WaterStep's donor database.
- Uses gatherings, tours and events to connect with donors and prospects.
- Oversees and participates in grant research and writing.
- Liaison to the Development & Marketing Committee.
- Performs other duties as assigned by the CEO.

Education and Experience

A Four-year college degree and 5 to 7 years of donor/client/customer/sales stewardship experience is preferred or an equivalent combination of education and/or experience providing the required knowledge and skills may be substituted.

Knowledge, Skills and Abilities

- A passion for the WaterStep mission.
- Ability to cultivate relationships with major donors, foundations and corporate representatives.
- Willingness to offer donors and prospects the opportunity to financially support WaterStep.
- Ability to merge both communication and marketing into fundraising efforts.
- Experience in fundraising, sales, public relations and marketing a plus.
- Exceptional written and verbal communication skills and the ability to articulate the WaterStep's vision and mission in a meaningful and captivating way.
- Ability to have extreme discretion and confidentiality.
- An entrepreneurial and enthusiastic attitude to work in a fast-paced and complex environment.

Work Schedule and Benefits

Full-time schedule, 40 hours per week. Responsibilities may occasionally include extended hours or weekends as needed.

Health benefits available after 60 days. Employer pays 50% of costs.

Salary Range

\$60,000 - \$70,000

To Apply

Please forward cover letter and resume to sarah.yoder@waterstep.org.