

Position Description

MFA Development Director

Position

The MFA Development Director position is an independent contractor position reporting to the Executive Director (ED). It is anticipated that this position will be approximately 20 hours per week with a salary range of \$25,000 - \$30,000.

The MFA Development Director will help forge new relationships to build MFA's visibility, impact, and financial resources. The Development Director will work with the Executive Director and the Board of Directors to establish and implement the infrastructure needed to increase the organization's financial stability through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support. The Development Director will design and implement a comprehensive plan to expand and diversify MFA's donor base by developing key external alliances and cultivating philanthropic support from individuals, corporations, organizations and foundations.

Responsibilities

- Support and partner with the ED and board members on all fundraising initiatives, including Annual Fund, Legacy Society and special events.
- Generate a comprehensive short term (6months) and long term (12-18months) Development Plan for submittal/approval to ED and Board.
- Monitor progress on Board approved Resource Development plan.
- Actively work with the ED and board of directors to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
- Have primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
- Oversee research funding sources and trends, with foresight, to position MFA ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical

- analysis to board and senior leaders as requested Develop and implement a stewardship program aimed at cultivating deeper ties with
- Monitor and report monthly on the progress of the development program
 - Create and distribute all gift acknowledgements.

Qualifications

- 5 years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- High energy and passion for MFA's mission
- Ability to construct, articulate, and implement strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time. Ability to productively engage with others at varying levels of seniority within and outside MFA