

## **The Phoenix Center – Position Announcement**

### **Development Consultant – Part Time**

The Phoenix Center is a NJDOE-approved non-profit private school for Students with Disabilities which provides well-integrated educational, therapeutic, and vocational programming to students on the autism spectrum and those with multiple disabilities.

The Development Consultant ensures achievement of the fundraising goals of the school through planning and execution and will work closely with the Executive Director and key Board members for the Friends of The Phoenix Center Foundation. The consultant will lead the efforts in the design and implementation of a comprehensive and strategic development program including annual fund, major and planned gift donor development, grant writing and special events management. *Approximately 20 hours per week.*

#### **Responsibilities**

Develop and implement a strategic vision and written strategic fund development plan for increasing revenues from individuals, civic groups, corporations and foundations.

- Develop yearly overall funding goal
- Create overarching strategic goals for the fund development program
- Set donor retention, increase and leadership giving goals
- Develop the fund development budget to support the yearly plan
- Launch formal Planned Giving program
- Oversee and coordinate the annual fundraising event
- Oversee and coordinate annual giving campaign, mailings and solicitations.

Identify, cultivate, solicit and steward a portfolio of potential leadership and major gift donors including:

- Individual donors, and family (or “closely held”) foundations
- Corporations, including marketing sponsorship, corporate foundations, social responsibility, executive giving
- Foundation grant writing focused on five-figure+ grants

Support, prepare and strategically deploy the Executive Director with key potential donors from all constituencies.

#### **Qualifications:**

- Bachelor’s Degree required; M.B.A. and/or CFRE plus
- 5+ years’ experience in donor development. Expertise and proven track record in the cultivation, solicitation and closing of corporate, foundation and individual, both major or planned gifts
- Excellent management, public speaking, writing, and interpersonal skills
- Proficiency in Word and Excel required; knowledge of Donor Perfect fundraising software or similar fundraising software/databases helpful
- Must be willing to travel as needed for donor cultivation and stewardship and events.

Qualified candidates can send a resume to:

Deborah Brandell

Human Resources Manager

Email: [dbrandell@phoenixcenterinc.com](mailto:dbrandell@phoenixcenterinc.com)

Fax: 973-542-0687

Mail: 16 Monsignor Owens Place, Nutley, NJ 07110

Your resume will be retained in active status for six months. If your qualifications meet our needs, we will contact you for further information and a possible interview.

The Phoenix Center is an Equal Opportunity Employer.