



### **Job Description: Development Director**

**Organizational Background:** Mentoring Today began offering services in July 2006. Our mission is to serve youth who are returning from incarceration and reintegrating into the DC community. We provide them with dedicated mentoring and advocacy services as they strive to establish safe and fulfilling lives. The aim of Mentoring Today is to empower DC's at-risk youth to recognize their dreams and live their aspirations. Mentoring Today's long-term goal is to keep our participants from returning to criminal behavior and to secure correctional facilities. Our shorter-term goals are to help our participants increase their education and employment levels and to promote their positive youth development. Mentoring Today's mentees are all males between the ages of 16 and 21.

**Position Objective:** Mentoring Today's Development Director ensures that Mentoring Today has the resources to thrive as an organization and effectively serve our youth. The Development Director is instrumental in securing new funding, maintaining donor relations, and cultivating community relationships. Like all Mentoring Today staff, the Development Director also gets to know our youth directly.

**Responsibilities:** The Development Director reports directly to the Chief Executive Officer. Duties include, but are not limited to, the following:

- Develop, implement, and monitor a yearly fundraising plan with CEO, including goals and fundraising targets, for an annual operating budget of approximately \$400,000 to \$500,000.
- Research, prepare, write, and submit all grant proposals and reports, including federal and local government and foundation grants.
- Cultivate relationships with individual donors and arrange for in-kind donations.
- Support and guide the Board of Directors in hosting fundraising events.
- Create and maintain outreach and fundraising materials, including website, social networking sites, bi-annual newsletters, an annual appeal, and an annual report.
- Support CEO in developing and maintaining corporate sponsorships.
- Research non-monetary awards and other publicity opportunities.
- Track overall fundraising goals and report to CEO weekly and to the Board bi-monthly.
- Oversee and manage the development database.

### **Qualifications:**

- Bachelor's Degree and at least 2 years development experience.
- Strong writing and public relations skills.
- Experience working with small nonprofit organizations, preferably in the DC area. Experience with youth-serving organizations a plus.

**Compensation & Benefits:** Base full-time salary of \$40,000. Flexible schedule and higher salary possible, contingent on performance. Benefits for full-time staff include generous

vacation time, professional development opportunities, 403(b) investment program, medical and dental coverage, etc.

**Contact:** Please submit resume, cover letter, and professional references to Penelope Spain at [penelope@mentoringtoday.org](mailto:penelope@mentoringtoday.org); 2309 Martin Luther King Jr. Ave., SE, Washington, DC, 20020; or via fax at (202) 678-9005.

**Application Deadline: July 17, 2009**