



Director of Fundraising & Development

Status: Full-time

Reports To: Executive Director(s)

Hours: 40 hours per week, M – F; some evenings and weekends required

Location: Hybrid (Office + remote work flexibility)

ABOUT CALMER CHOICE

Calmer Choice’s mission is to cultivate awareness, live mindfully, and enhance resilience. We serve children and those who support them on Cape Cod and surrounding regions by providing evidence-based mindfulness education, training, and mentorship to build resilience, foster compassion and nurture the wellbeing of all people and communities. Utilizing our innovative, research-informed curriculum, we work in classrooms and community spaces to support individuals in reconnecting with the inner capacities they need to feel grounded, resourced, and capable of leading lives of kindness and compassion towards themselves and others.

JOB SUMMARY

The Director of Fundraising & Development is a vital contributor to the Calmer Choice mission by leading the creation and implementation of a comprehensive outreach, development, and fundraising strategy for the organization. This position is responsible for the development and management of the fundraising program, including annual fund, major gifts, planned giving, special events, and stewardship. The position also supports the organization-wide outreach and marketing efforts to educate, recruit and retain a variety of stakeholders, from donors to participants in our community-based programs. The position requires interfacing with board members, consultants, donors, volunteers and community members through event and meeting support.

JOB RESPONSIBILITIES

Specific activities include but are not limited to:

Fundraising

- Responsible for the overall design, development and implementation of an annual fundraising strategy to support the organization’s goals
- Cultivates and stewards a portfolio of individual donors and business partners and coordinates the major gift program, including moves management process, preparation for cultivation and solicitation visits
- Increase annual fund donors and revenue by implementing cultivation, solicitation and stewardship strategies
- Coordinate spring and fall appeal, annual report, donor newsletters, and acknowledgement letters
- Research new and existing donors and prospects
- Develop annual revenue and expense targets as part of the organization’s annual budget process
- Manages marketing, design and event planning consultant(s)

Grant Management

- Provide oversight, direction and management of the grant writer
- Develop and manage an annual grant calendar
- Identify new grant opportunities including state and federal funding

Donor Data & Database Management

- Manage donor database, including accurate donor record keeping, gift entry and reporting
- Design and implement moves management and prospect tracking system to record, monitor, and measure related fundraising activities
- Responsible for contact report management with the Executive Leadership including drafting and editing contact reports for solicitor visits with donors

DESIRED SKILLS & QUALIFICATIONS:

- Significant proven nonprofit fundraising experience preferred
- Advanced Proficiency in Non-Profit management software such as Neon, Raiser's Edge or equivalent, Mailchimp, Microsoft Outlook, Word, Excel, and other software
- Excellent time management and organization skills
- Ability to work and problem solve both collaboratively and independently with good judgment about when to seek direction
- Excellent communication skills with the ability to express ideas clearly and concisely
- Well-developed writing/editing skills
- Experience engaging board members and volunteers in fundraising
- Familiarity with the Cape Cod Region & Context strongly preferred

COMMITMENTS:

- A willingness to work in accordance with Calmer Choice's 'Mindful Work Commitments'
- A commitment to modeling kindness and compassion
- An openness to receiving and providing constructive feedback
- A commitment to ongoing development as team member and human
- A desire and ability to work in both independent and collaborative structures
- An interest in building inclusive community

BENEFITS:

- Salary range: \$65,000-\$85,000
- Health Insurance stipend
- Flexible work schedules with opportunities for remote work

OUR COMMITMENT TO DIVERSITY & INCLUSION

Calmer Choice is committed to providing equal employment opportunities for all persons regardless of race, color, religion, gender, gender expression, gender identity, genetics, sexual orientation, disability, age, marital status, national origin or ancestry, ethnic origin, or veteran status. We welcome and encourage candidates of color, LGBTQ+, and others underrepresented in the sector to apply.

HOW TO APPLY:

Please submit a resume and cover letter to jobs@calmerchoice.org