



JOB DESCRIPTION: Director of Development

Location: Flexible (Washington, DC highly preferred)

Status: Full-time, exempt

Salary range: \$85,000-\$95,000, depending on experience

Start date: January 2022

General Description:

For nearly three decades, Washington English Center (WEC) has provided affordable English-language instruction and workforce programs to adult immigrants using volunteers. Over the last 18 months, WEC has evolved to offer virtual learning options in addition to its traditional in-person classes. The organization has a staff of 12 (9 full-time and 3 part-time employees). WEC relies on a volunteer corps of 350 teachers, tutors, and job coaches each academic term.

The WEC team seeks a committed, adaptable fundraising professional to join us in ensuring that we continue to support the diverse educational and life goals of our students. The primary responsibility of this Director of Development (DoD) will be to meet or exceed annual and multi-year fundraising goals, while strategically increasing WEC's fundraising capacity.

The Director of Development (DoD) is a member of the leadership team reporting to the Executive Director. The DoD will work collaboratively with [fellow staff members, as well as the WEC Board of Directors and Associate Board](#).

Specific Duties and Responsibilities:

- Design, implement, and manage all fundraising activities, including individual, workplace, and planned giving, major gifts, foundation grants, corporate sponsorships, and events
- Manage current portfolio of individual, foundation, and corporate donors which combine to generate over \$700K in annual revenue
- Develop and execute plan to expand WEC's funder base to reach goal of \$1M by the end of FY24
- Maintain an annual development calendar mapping key dates for two large seasonal appeals, as well as events, grant applications/renewals, and funder reports
- Prepare pipeline of development prospects and work with ED to set achievable fundraising goals which feed into annual budgeting process
- Manage donor cultivation, solicitations, and timely acknowledgement for all categories of gifts
- Manage submission of grant applications—as lead author of narratives and coordinator of other team members to deliver required elements, such as financials, program details, case statements, student stories or data.
- Select and maintain donor database platform that enables donor segmentation and other analysis
- Craft dynamic, succinct fundraising messages and train Board and staff on how to communicate them
- Oversee all activities for the annual Spring Event, including date/site/vendor selection, print and digital creative, program of events, awards, sponsorships, ticket sales, and other fundraising activities.
- Schedule and convene regular meetings of the Board's Development Committee
- Support Associate Board in achieving its annual goal for Giving Tuesday and other fundraising events

- Plan site visits, tours and events that showcase the program for current and prospective donors
- Other duties as assigned

Qualifications:

- 5+ years of experience showing increasingly broad responsibilities in nonprofit fundraising
- Experience building long-term relationships with donors, prospects, and community partners
- Excellent written communications, especially successful grant-writing experience
- Proven track record of managing a substantial donor portfolio
- Demonstrated ability to implement projects from conception to completion
- Ability to communicate persuasively, passionately, and professionally about our work
- Strong listening skills and the ability to connect with different audiences
- High attention to detail and proven ability to meet tight deadlines
- Solid computer skills, including an understanding of donor database software (WEC currently uses the Network for Good platform.)
- Enthusiasm for the [mission of WEC](#) and a demonstrated commitment to [our core values](#)
- Familiarity with Washington, DC-area funders in the adult ed, workforce development, immigrant services program space is preferred

This is a full-time exempt position with a competitive salary and benefits, including health/dental insurance and a retirement plan with employer match.

WEC is an equal opportunity employer. WEC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.

WEC requires that the holder of this position be fully vaccinated against COVID-19, as defined by the CDC and ordered by DC law. WEC will review requests for reasonable accommodation to this requirement based on the essential functions of the job. WEC reserves the right to request additional information or documentation before determining whether an accommodation can be provided.

To apply, please send a resume and thoughtful cover letter addressed to John Odenwelder, Executive Director no later than December 3, 2021. These items may be emailed to jobs@washingtonenglish.org. Please include the title “Director of Development” in the Subject: line.