



Autism Society of Central Virginia
Director of Development Job Announcement

STRUCTURE: Fulltime, salaried, exempt; some evenings & weekends required

LOCATION: Richmond, VA. As a member of the senior management team, time in the office is expected, as well as internal and external meetings taking place across the Greater Richmond area.

BACKGROUND:

The Autism Society of Central Virginia (ASCV) is a local nonprofit organization with a mission to create connections, empowering everyone in our local autism community with the resources needed to live fully. We offer a wide variety of programs, including social and recreational activities, support groups, educational workshops, advocacy initiatives, and scholarships. We have a large, loyal membership base made up of individuals with autism, family members, and professionals. Our organization has experienced significant growth over the last few years, growing our annual revenue from \$600,000 in 2021 to a projected \$1.2 Million in 2024. The Director of Development will join the ASCV during an unprecedented time of growth and will play a critical role in continuing this growth trajectory to further expand our programming, reach, and impact on our local autism community.

POSITION OVERVIEW:

The ASCV is seeking a dynamic and experienced Director of Development to lead all philanthropic endeavors and execute our comprehensive development strategy. The asker-in-chief will lead development team and volunteers by example by making specific, direct asks of individual donors to find their best possible gift for ASCV. This individual will also be responsible for orchestrating special events, and overseeing our inaugural capital campaign.

As a senior-level position, the Director of Development will be responsible for the planning, management, and execution of all fundraising initiatives and the organization's development strategy. Reporting directly to the Executive Director, they will collaborate closely with the Program Director, Board of Directors, and Development Committee. This role entails overseeing a team consisting of the Director of Donor Engagement, Director of Corporate Engagement, Events Manager, contract Grant Writer, and contract Marketing Consultant.

Our ideal candidate will be deeply committed to our mission and possess the confidence and leadership skills necessary to drive transformative and fulfilling initiatives. They should have a proven track record of strategic thinking, data-driven decision-making, and the ability to inspire teams towards achieving successful outcomes. As this position will entail routine solicitation of individual donors, the ideal candidate will have extensive experience in successfully asking individuals for specific gift amounts.

PRIMARY RESPONSIBILITIES:

DEVELOPMENT OPERATIONS:

- Major gifts experience, specifically around the qualifying, cultivating, directly soliciting, and negotiating significant gifts from individual donors.
- Develop and implement both short and long-term fundraising plans to bolster ASCV's priority programs and operations. This includes strategies for securing major gifts, overseeing annual events and appeals, securing corporate gifts and sponsorships, nurturing donor relationships, and diversifying our revenue streams.
- Develop and execute strategies to diversify and fortify ASCV's funding base, enhancing support for both the capital campaign and general operating expenses.

- Regularly assess fundraising activities to ensure they align with goals in terms of quality, productivity, and relevance.
- Lead and mentor the development team, providing ongoing feedback and guidance to enhance their effectiveness in meeting individual and organizational objectives. Ensure that roles and responsibilities are structured to efficiently achieve fundraising goals.
- Oversee all development communications, including the creation, production, and distribution of various materials such as website content, social media posts, newsletters, impact reports, brochures, presentations, and videos, aimed at engaging diverse stakeholders.
- Collaborate with Board Development committees in planning and executing engagement and fundraising strategies.
- Oversee a comprehensive donor stewardship program aimed at strengthening relationships with individual donors, corporate partners, foundations, and community allies.
- Oversee ASCV's foundation grants process, including strategy development, outreach, proposal submission, and stewardship, in partnership with our grant writer.

CAPITAL CAMPAIGN:

- Work in tandem with outside fundraising counsel to lead ASCV's inaugural capital campaign, overseeing its structure, communication, and activities to drive cultivation, solicitation, and stewardship efforts.
- Assist outside counsel in establishing and management of a Capital Campaign Committee, providing guidance and support to volunteers.
- Collaborate with staff and leadership to develop and implement fundraising strategies for the campaign's public phase, including appeals and targeted publicity.
- Coordinate cultivation and solicitation efforts with foundations, corporations, and other institutional prospects, supported by the Donor Engagement & Corporate Engagement Directors.

SIGNATURE ANNUAL EVENTS:

- Provide leadership and oversight in the strategy, planning, implementation, and evaluation of ASCV's four signature events: the 5K & Family Fun Day, RVA Duck Race & Festival of Inclusion, A Toast to the Autism Community Gala, and the annual golf outing.
- Assist staff in achieving fundraising and strategic goals by recruiting, cultivating, and retaining sponsors, donors, and participants, and nurturing key relationships critical to event success.
- Contribute to the creation of impactful events that enhance press coverage, brand recognition, community relations, revenue generation, and supporter acquisition.

QUALIFICATIONS:

The ideal candidate will have:

- 7-10+ years of proven experience in nonprofit development and operations.
- Bachelor's degree from an accredited college or university.
- Track record of successfully securing gifts that resonate with donor interests and organizational priorities through effective cultivation, solicitation, and stewardship practices.
- Successful history in fundraising through special events.
- Proven ability to recruit and retain corporate sponsors, donors, and partners.
- Experience in leadership and team management.
- Proficient in engaging with volunteers and Board members.
- Excellent verbal and written communication skills.
- Expertise in managing social media and digital communications.

- Strong computer skills, including proficiency in donor databases and fundraising software.
- Attention to detail and exceptional writing ability.
- Strategic thinking capability, with strong problem-solving, critical thinking, and analytical skills.

ADDITIONAL DETAILS:

This is a full-time, salaried position based in Richmond, VA. The position reports to the Executive Director and leads the Development Team, which includes the Director of Donor Engagement, Director of Corporate Engagement, Events Manager, contract Grant Writer, and contract Marketing Consultant.

Compensation: \$95,000-\$110,000, commensurate with experience.

The Autism Society of Central Virginia is an Equal Opportunity employer. ASCV offers a competitive salary, health insurance benefits, simple IRA with match; holidays, vacation and sick leave; monthly phone stipend; a pleasant, energetic work environment; and an engaging, purposeful workplace culture. All offers of employment at the ASCV are contingent upon a reference check and a clear background check.

HOW TO APPLY:

To apply, please submit a cover letter and resume to Amy Nisenson Consulting LLC at amy.nisenson@gmail.com by COB Friday, July 19, 2024.

Please do not call. Applicants selected for an interview will receive a response. Please understand that we may not be able to reply to all applicants.