

## Self Love Beauty's Director of Development Role

**Job Title:** Director of Development

**Reports to:** Executive Director

**Job Type:** Full-Time

**Benefits:** Flexible schedule, great work culture, hybrid working model, 401(k), stipend insurance, paid time off.

### **Who Are We:**

Self Love Beauty (SLB) is a 501(c)(3) nonprofit with the mission to empower individuals today for a more confident tomorrow through evidence-based, age-specific educational programs that focus on the importance of confidence so they are empowered to fulfill their highest potential at every stage of their life.

**Purpose of this Position:** The Director of Development will have a direct impact on the fundraising goals of SLB. This role will oversee resource allocation for SLB's many programs and initiatives including yearly fundraisers, sponsors, grants, individual donors and campaigns. This incredible role provides strategic fund development experience that will increase giving, corporate partnerships and grant funding for current direct services and SLB's expansion.

### **Primary Responsibilities:**

Essential functions and responsibilities include, but are not limited to:

- Develop and implement development strategy for SLB; work with the management team to identify funds needed, preferred funding targets, and approaches.
- Oversee resource allocation beginning to end of fundraisers (big and small) and with expectation of meeting set goals.
- Build relationships for new partnerships and sponsors to further our mission and work with the Executive Director and Board to strengthen relations within the community.
- Management position of overseeing the grant writer to ensure all aspects of grants are managed
- Work with current donors, lapsed donors, and prospective donors through campaigns, cultivation, direct mail campaign, etc and collaborate with staff to design and implement opportunities for donors to learn more about SLB.
- Develop and maintain an efficient tracking system of donors, grants, sponsors, prospects and more to ensure all gifts are properly documented and to support the achievement of our mission and goals.
- Responsible for proposing, achieving, and documenting progress toward development and goals regarding growth in: total contributions; additions by existing donors; donor participation and donor satisfaction; and contacts with donors and prospects.
- Represent Self Love Beauty at public events and in other contexts as needed
- Assume other tasks and responsibilities as needed.

### **Required Qualifications and Knowledge:**

- Minimum of two years prior fund development experience (including raising funds, fundraising event planning and grassroots fundraising efforts)
- The ability and proven track record soliciting and securing major gifts to move to new communities
- Project management skills
- Personality compatible with being attentive, caring and helpful with all SLB board members, clients, donors and the general community.
- Aligns with our core values, has high energy and is passionate for the organization's mission.
- Highly developed understanding of the principles of database management and business process workflow and proficiency in database report writing, queries and exports

- Intermediate project-management skills; advanced organizational, analytical and problem-solving skills, including issue identification and prioritization
- Effective presentation skills; excellent verbal and written communication skills, with ability to understand and gather correct query and or reporting criteria from stakeholders' requests and the ability to work with both technical and non-technical users
- Excellent attention to detail, accuracy, and consistency
- Proven ability to collaborate across teammates to implement processes and achieve results
- Strong interpersonal skills and ability to work as part of a team; must have the ability to work effectively with colleagues throughout the organization as well as external customers and vendors
- Ability to multitask efficiently, and respond to a high volume of ongoing requests in a timely fashion; strong organizational skills required
- Ability to continually develop skills related to use of rapidly changing technology and communication best practices
- Exceptional skills that will help build and maintain sales relationships, online and off while preserving a high level of confidentiality.

Please send a resume and two references to Lisa Thompson at [lisathompson@selflovebeauty.com](mailto:lisathompson@selflovebeauty.com).