



## **VELA Development Director, Full Time Position**

**About Us:** When told that your child has a disability, your life changes. Acronym-filled paperwork, doctors, therapy sessions, and special education meetings become your new normal. Research shows parent involvement to be the greatest indicator of positive outcomes for children with disabilities, yet parents report feelings of powerlessness when navigating doctors, therapies and special education for their child. This is where VELA steps in- we provide families knowledge, empowerment, resilience and community. Through our courses and wraparound services, parents learn how to support their child's strengths and needs, navigate medical and special education services, connect to community resources and become their child's greatest expert. Regardless of income, language, and/or background, families share a powerful commonality; they want to create the best possible outcomes for their child and families. In the last nine years, VELA has grown from a 100% volunteer-run agency to having 8 staff, a strategic board, and a community of volunteers that serves 1,000 families annually. VELA is fast-paced, innovative and intentional. We love what we do!

**Position:** Full-Time Employee, 40 hours per week

**Position Summary:** Now in its 10th year of programming, VELA is entering an exciting time of expanding its services, partnerships, reach and impact. The Development Director will support our growth initiatives by meeting specific goals towards cultivating new donors, deepening current supporters and securing diverse funding streams in the first year, in partnership with the Executive Director and Board of Directors.

### **Primary Responsibilities**

#### **Individual & Corporate Giving:**

- Work with Executive Director and Board of Directors to implement annual fundraising plan within first 30 days
- Grow sustaining monthly donor program by 60% in the first year
- Develop and launch major gift program in partnership with ED and Board of Directors
- Identify and create new corporate partners within the first year by creating corporate giving collateral in partnership with Development and Communications Coordinator, deepening current relationships, identifying and cultivating new corporate prospects, drafting corporate funding proposals, and fulfilling reporting requirements
- Increase third party fundraising through seeking and establishing opportunities with local businesses that are in alignment with VELA's values and resources
- Lead individual and philanthropic prospecting research including conducting prospect research, scheduling prospect meetings, and preparing Executive Director for appeals
- Support grant writing, reporting and foundation prospect research
- Collaborate with Development and Communications Coordinator to develop customized messaging across varied segments of audiences
- Ensure that donors experience high-quality interactions that foster long-term engagement and partnerships

#### **Be the Light Annual Fundraiser:**

- Be the lead on the Be the Light Event Committee from design, plan and execution of annual fundraiser
- Handle logistics with all vendors, volunteers and day of set-up (virtual and/or in person)



- Oversee the event budget and track all actual revenues
- Increase Be the Light revenue by growing the number of sponsorships and individual donors versus prior years
- Solicit in-kind donations for the silent auction and raffles
- Work in conjunction with Development and Communications Coordinator and Graphic Designer to ensure all event materials and promotions are in alignment with VELA branding, values and storytelling

#### **Donor Database Management, Moves Management and Reporting:**

- Maintain constituent records in the donor database, enter gift information, create and process receipts and thank you letters and track moves management
- Create and present quarterly fundraising dashboard and fundraising reports to the Board of Directors to showcase progress and needs towards fundraising plan
- Create and manage moves management dashboard to showcase short and long term donor stewardship and cultivation activities, including documenting actions

#### **Qualifications:**

- People-person: loves meeting new people, deepening relationships and inspiring them to connect to mission
- Values-Driven: Shares organizational values, including a passion for social justice and equity
- Disability & Diversity Oriented: Experience working with diverse populations
- Highly-organized self-starter, strong attention to detail, a demonstrated ability to meet deadlines and complete excellent work with minimal supervision
- Strong project management skills and ability to juggle multiple deadlines and priorities
- Excellent written, verbal, and listening skills and ability to collaborate with others
- Tech-savvy; fast learner and excels at all digital communications. Experience with Mailchimp, Wordpress, Little Green Lite preferred
- Experience working with nonprofit boards
- Proven ability to work remotely during COVID-19
- Bilingual Spanish/English preferred

#### **Requirements:**

- Four-year degree in a related field
- Must have a minimum of 2-3 years of experience with nonprofit fundraising
- Have a valid driver's license and and have and maintain current auto liability insurance

**Compensation:** This is a full-time salaried position with a compensation range of \$42,000-50,000 per year, depending on experience. Benefits include paid time off. Work hours are flexible; however the majority of the work is to be completed during normal business hours with some nights and weekends included for special events.

**To apply:** Please submit a resume and 3 professional references to [maria@velafamilies.org](mailto:maria@velafamilies.org) with the subject line: Development Director. No phone calls please.

***VELA is an equal opportunity employer and highly encourages people of color, people with disabilities, immigrants, women and LBGTQ individuals to apply.***

