

Job Title: Development Director

Organization: Gracious Grounds

Location: Grand Haven

About Gracious Grounds: Gracious Grounds is a nonprofit organization dedicated to providing safe, supportive, and inclusive housing for adults with intellectual disabilities. Our mission is to empower individuals with disabilities to live fulfilling lives by fostering independence, community integration, and personal growth.

Position Overview: Gracious Grounds is seeking a dynamic and experienced Development Director to lead our fundraising and donor engagement efforts. The Development Director will play a pivotal role in advancing the organization's mission by developing and implementing comprehensive fundraising strategies, cultivating donor relationships, and expanding our network of supporters.

Key Responsibilities:

- Fundraising Strategy Development:** Develop and execute strategic fundraising plans to support the organization's operational and programmatic needs, including launching a capital campaign to raise additional support for our MSHDA funded apartment project breaking ground late summer of 2024.
- Donor Cultivation and Stewardship:** Cultivate and nurture relationships with individual donors, corporate partners, foundations, and other stakeholders to secure financial support for Gracious Grounds.
- Special Events Coordination:** Plan, coordinate, and execute fundraising events and campaigns, including but not limited to galas, donor appreciation events, and online giving campaigns.
- Marketing and Communication:** Develop marketing materials, newsletters, and digital content to effectively communicate the organization's mission and impact to donors and the broader community.
- Budget Management:** Work closely with the Executive Director and Finance committee to develop and manage the annual development budget, ensuring alignment with organizational goals and objectives.
- Board and Volunteer Engagement:** Partner with the Board of Directors and volunteer committees to leverage their networks and support fundraising efforts.
- Data Management and Analysis:** Maintain accurate donor records and fundraising data in the organization's CRM system (Bloomerang). Analyze fundraising metrics and performance to inform future strategies and decision-making.

Qualifications:

- Bachelor's degree in nonprofit management, fundraising, communications, or a related field
- Minimum of 5 years of experience in nonprofit fundraising, with a proven track record of success.
- Strong communication and interpersonal skills, with the ability to build rapport and effectively engage diverse stakeholders.
- Excellent writing skills, with experience in crafting compelling grant proposals, donor appeals, and other fundraising materials.
- Strategic thinker with the ability to develop and implement creative fundraising strategies.
- Detail-oriented and highly organized, with the ability to manage multiple projects and deadlines simultaneously.
- Proficiency in donor management software and Microsoft Office suite.
- Commitment to the mission and values of Gracious Grounds and a passion for serving individuals with intellectual disabilities.

Application Process: Interested candidates should submit a resume and cover letter to liz@graciousgrounds.org. Applications will be reviewed on a rolling basis until the position is filled.

Gracious Grounds is an equal opportunity employer and is committed to building a diverse and inclusive workforce. We encourage applications from individuals of all backgrounds and abilities.

Compensation package:

- Salary range: \$60,000-\$65,000
- 5 weeks PTO
- 401(K) with 5% company match