



SUMMIT

COMMUNITY CENTER

The Summit Community Center (SCC) is seeking an experienced, dedicated and outgoing professional to become our Director of Development. This person would be responsible for leading all aspects of the SCC's fundraising efforts including major gifts, annual fund, special events and capital campaign. This position reports to the Executive Director and works closely with the Board of Directors and volunteers in all development and fundraising efforts.

The Summit Community Center is being created to support neurodiverse young adults, initially ages 18-29, to develop a sense of place, true community membership, and opportunities across four core pillars: Education, Recreation, Growth and Community to provide a range of classes and programming that appeal to a the different abilities and passions of the SCC members. SCC will develop a network of "Clubs within the club" to create a variety of exciting options for all young adults and to foster a true sense of belonging. The SCC will be a vibrant home away from home for friendship, connection, growth and independence.

JOB TITLE: Director of Development

EMPLOYMENT STATUS: Full-time; Exempt

RESPONSIBILITIES:

- *Help build philanthropy culture within the SCC;
- *Create, implement and track annual development plan that includes cultivation and stewardship framework and moves management process;
- *Help develop a major gifts program that includes identifying, cultivating and soliciting major donors
- *Direct Annual Fund, including digital campaigns, annual fundraising drives, and special events;
- *Help develop and direct Capital Campaign for continued SCC formation and growth;
- *Identify and manage grant opportunities including the grant writing and reporting processes;
- *Cultivate prospective donors and develop positive relationships and deeper commitments to SCC;
- *Work closely with Executive Director, Board of Directors and Volunteers;

- *Attend organizational functions where required
- *Staff all board-level committees and task forces relevant to fundraising;
- *Manage the data and reporting process within fundraising database and donor tracking system;
- *A willingness to collaborate with fundraising and non-fundraising staff;
- *Oversee creation of necessary materials related to fundraising efforts;
- *Perform other related duties as requested

QUALIFICATIONS:

- *Must embrace the Summit Community Center mission;
- *Bachelor's degree in a related field; Masters degree or CFRE preferred;
- *Minimum 5 years fundraising experience;
- *Demonstrated excellence in organizational, managerial, and communication skills;
- *Self-starter who is focused, passionate and results-driven with ability to identify, cultivate and lock-in donors
- *Exceptional interpersonal skills;
- *Flexible with an ability to work in a team environment with minimal supervision;
- *Computer proficiency including MS Office Suite, Adobe Creative Suite, Fundraising Content Management Systems, website management and social media
- *Participation in evening and weekend community events as required;

The Summit Community Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, gender, marital or veteran status, sexual orientation, age, religion, political ideology, national or ethnic origin, disability, actual or perceived medical condition or any other characteristic protected by applicable law.

Job Type: Full Time

Benefits:

- *Health Insurance including dental and vision
- *Paid time off
- *Flexible Schedule
- *Professional Development assistance