Title: Director of Development

About the Organization:

Mission of Deeds provides gently used furniture, household goods, kitchen essentials, and brand-new beds to people in need free of charge. The organization is a volunteer-supported nonprofit. The seed for Mission of Deeds was planted when founder Tony Triglione learned that providing beds, furniture, and household goods was an underserved area of human services. In 1993, Tony bought a former Ryder box truck and gave the new charity space in a building that housed one of his stores. A few volunteers joined, furniture inventory was accumulated, and social service organizations began to take note.

Role Overview:

Mission of Deeds is looking for a part-time Director of Development. This person will oversee major fundraising events and non-grant donor relations. On average, this position will require an average of 15 to 20 hours per week with the majority in-office in Reading. There is flexibility to work off-site.

Mission of Deeds is an equal opportunity employer and encourages applications from all qualified individuals of every race, color, religion, sexual orientation, gender identification or expression, ethnic or national origin, age, disability, veteran status, marital status, or any other factor unrelated to job requirements or job status.

Key Responsibilities:

- Manage three major fundraising events each year including the bi-annual Gala

- Cultivate relationships (in tandem with Director of Partnerships) with in-kind and financial donors. Implement and maintain multiple touch points with stakeholders.

- In concert with Executive Director, collaborate with and actively engage board of directors to leverage their networks and expertise

- Lead development and distribution of annual winter newsletter. The newsletter is a substantial mailing and is the organization’s flagship fundraiser.

- Plan and activate Giving Tuesday campaign

- Prospect for non-traditional contributions including IRA distributions, appreciated stock, donor-advised funds, and life insurance policies
Key Responsibilities (continued):

- Write tax receipts for most event-related contributions and unrestricted contributions above $500
- Input donation information into CRM and maintain donor data integrity with assistance of data entry volunteers
- Interact with clients, donors and volunteers as needed (e.g. answering front door)
- Post on social media (Facebook, Instagram and LinkedIn) and contribute to website blog
- Manage Amazon Wish List in consultation with Executive Director

Qualifications, Skills and Attributes

- Passionate about the mission of Mission of Deeds
- Must have at least five years of related experience (fundraising for nonprofit organization is highly preferred)
- Ability to take ownership and quickly resolve and troubleshoot issues under pressure
- Self-initiated with the foresight to anticipate needs weeks and months in advance
- Exceptional written, verbal, and oral presentation skills to represent Mission of Deeds and its mission to a variety of external constituents
- Event planning and event management experience is strongly desired
- Proficient with Microsoft applications (Outlook Email, PowerPoint, and Excel). Knowledge of CRM/ERP platforms is valuable.

Please forward your resume and cover letter to David McIsaac, Executive Director, david.mcisaac@missionofdeeds.org