

Job Description: Director of Development

About Us:

Beautiful Minds Wellness (BMW) is creating a new paradigm around mental health care by expanding access to wholistic and innovative mental health approaches, enabling people to transform their lives. Our philosophy is to discover the root causes of mental illness and support the healing process by addressing physical, emotional, mental and spiritual health needs in a variety of innovative ways. Beautiful Minds Wellness exists to inspire and connect individuals from every walk of life with compassionate whole-person mental health services and education. We are a faith-based organization inspired by the healing ministry of Jesus Christ.

Position Overview:

The Director of Development is responsible for Beautiful Minds Wellness' ongoing fundraising needs throughout the year. This individual will focus on identifying, cultivating, and soliciting gifts from individuals, corporations, and foundations. The position will also involve building and expanding a portfolio of donors through engagement of the board, stakeholders, clients and community members.

Responsibilities

Major Gifts (75%):

Collaborate with the team and consultant to develop an effective fundraising plan that ensures long-term sustainability for the organization

Initiate, cultivate, manage, and steward relationships with current individual and corporate funders

Build and expand a donor portfolio through our client list, board and community engagement

Manage and lead donor prospects through the phases of discovery, cultivation, and solicitation

Prepare and present formal fundraising proposal to major donors and prospects

Provide opportunities for the CEO to cultivate and steward supporters

Maintain the highest levels of accountability and compliance standards for donors and funding sources

Create and track metrics for all fundraising activities

Annual Giving (20%)

Develop ways to capture new donor prospects through the organization's outreach events

Create an annual giving program that provides new prospects with an opportunity to give

Generate a pipeline of monthly giving donors

Transition annual giving donors towards major gifts

Events, Grants, and Other Duties (5%)

Lead and collaborate in the organization's fundraising and stewardship events as needed

Submit grants when opportunities present themselves

Perform other related duties as assigned or requested

Necessary Skills and Experience Required:

3-5+ years of experience in nonprofit fundraising or related fields

Ability to work with individuals from a Christian faith background

Donor and volunteer service mentality

Exceptional communication skills with an ability to listen attentively and speak persuasively

Excellent relationship-building skills that enable rapport-building with internal and external stakeholders

Strong writing skills and the ability to articulate program impact to a variety of audiences

Creative, self-starter, goal-oriented attitude

Fundraising software and tools expertise

Ability to work collaboratively and independently

Time management and flexibility with job duties

Job Type: 15-20 hours/week, with the potential for full-time pursuant to organizational growth.

Work Location: Auburn, CA.