



JOB POSTING: ASSOCIATE DIRECTOR OF DEVELOPMENT

ORGANIZATION BACKGROUND

The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling academically-focused, low-income K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to any local high school student through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski, and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

The Center recently celebrated its thirteenth year of operation and is proud to have grown from serving 38 students in one program during its first year to 265 students across three after school programs during the last school year. These *K to College* programs ensure that students become self-assured student leaders who are strong college candidates that ultimately enroll and succeed in college. The Center's newest program *Game Plan: College* just finished its third full year and provides college advising and workshops for any interested student in Durham County. *Game Plan: College* served more than 1600 students this year.

The Center's work is governed by a 25-member Board of Directors, comprised mainly of members of the Durham and greater Triangle communities. Coach Mike Krzyzewski serves as Board Chair and has since the organization's inception. Currently, the Emily K Center is staffed by 18 full time staff members, 3 part time staff members, and approximately 40 educators who help deliver our out-of-school educational programs.

POSITION DESCRIPTION

The Associate Director of Development at the Emily K Center will join a team of passionate and dedicated colleagues in an environment where collaboration, efficiency, and tenacity are key. This person will report to the Chief Advancement Officer and will support the development team in its achievement of ambitious revenue targets. In addition to this position and the Chief Advancement Officer, the development team also includes a part-time Development Assistant and a part-time Communication and External Affairs Specialist.

The ideal candidate will have experience with a full range of fundraising objectives including special events, annual giving, sponsorships, and donor relations. The Center is entering the final year of a three-year \$15M comprehensive fundraising campaign. Experience working on a successful multimillion-dollar campaign is desirable but not required. A successful candidate will also be skilled in working with and relating to a wide range of constituents, from donors to committees and Board Members.

PRIMARY RESPONSIBILITY AREAS

Special Event Management

- Organize and produce signature fundraising event, the Mother's Day Ball. Lead and work with event committee to plan and organize the event and live auction, solicit sponsorships, sell tickets, and execute all event elements.
- In association with Duke Men's Basketball, assist with the execution of several annual fundraising events including a private practice and silent auction.
- Identify and recruit event chair(s) and committee members as needed.
- Serve as staff lead on campaign, cultivation, and stewardship events, as appropriate. Assist with event conceptualization and execution, ensuring that the goals of each event are met.

Annual Fund Management

- Manage an annual fund donor solicitation and acquisition strategy to strengthen the annual fund as a separate fundraising strategy and a pipeline for increased giving to the Center
- In collaboration with Communications and External Affairs Specialist, conceptualize and produce all mail and electronic appeals, working to include annual fund outreach in a comprehensive communication strategy.
- Manage a portfolio of mid-level donors. Ensure that prospects move through the pipeline.
- Utilizing best practices, maintain accurate and up-to-date prospect management information in Raiser's Edge/NXT.
- Work with the Chief Advancement Officer to identify annual fund donors that would be good major gift prospects.

Campaign and Special Initiative Support

- Assist the Chief Advancement Officer as needed with the comprehensive campaign.
- Provide support for other special development initiatives as they arise to include third party events and inquiries, community events, and one-time fundraising events or initiatives.

QUALIFICATIONS

Candidates for the Associate Director of Development should have:

- 5+ years of professional experience in fundraising with a nonprofit organization with a strong record of success. Knowledge of the Triangle-area greatly desired.
- Experience with a wide variety of development initiatives including special events, donor relations, and annual fund management. Previous primary responsibility for larger special events helpful, but not required.
- Experience with a multimillion-dollar capital or comprehensive campaign helpful, but not required.
- Proven track record of achieving ambitious revenue targets in a highly competitive environment.
- Confidence and proficiency in using a donor database (preferably Raiser's Edge) and event/ticketing platforms (preferably OneCause and/or EventBrite).

- Excellent communication and relationship-building competencies and the ability to represent the Center's best interests with a broad constituency base.
- Keen attention to detail and superb writing skills.
- Interest in serving students and families who face systemic barriers to educational and economic success.
- A flexible and adaptable workstyle with the ability to work in an open office environment. Occasional nights and weekends will be required.
- Bachelor's degree required.

COMPENSATION

This is a full time position with health and retirement benefits. Pay is commensurate with experience. Performance of the job is evaluated annually.

TO APPLY

Submit one document that includes your resume and cover letter to Sandy York at jobs@emilyk.org. Applications will be reviewed on a rolling basis with preference given to applications received by June 17, 2019. Applications will continue to be reviewed on a rolling basis until the position is filled. Please note that only candidates selected for an interview will be contacted.

For more information on the Center, please visit gamechanger.emilyk.org.