

## The Atlanta BeltLine Partnership

### **Director of Development Job Description**

The Director of Development will be responsible for developing and implementing the revenue strategy for the Atlanta BeltLine Partnership (ABLP). Reporting to the Executive Director, the Director of Development will be responsible for achieving ABLP's annual fundraising and sponsorship goals – and will work closely with the Executive Director on capital fundraising, too.

### **Responsibilities:**

- Create and implement annual development and sponsorship strategies and plans
- Lead and manage annual efforts to raise \$1M in operating expenses
- Lead and manage annual sponsorship program including identifying and securing sponsors, and engaging them in ongoing sponsorship opportunities
- Train and lead other staff to support fundraising efforts
- Work closely with the Directors of Programs and Communications to ensure that Development efforts are supported by programs and communications
- Cultivate and nurture relationships with current and potential annual fund donors and corporate sponsors
- Write grant proposals and reports to corporate and foundation funders
- Develop and grow our individual donor base; manage annual giving campaign; cultivate major gifts
- Work with the Executive Director to develop and manage Board fundraising capacity, including being the staff lead with the Development Committee
- Manage the implementation of fundraising software for data entry and gift processing
- Oversee organization of special events

### **Education:**

- Bachelor's degree and/or equivalent prior experience. Understanding of community and nonprofit service a plus.

### **Qualifications:**

- 5-10 years of direct sales and/or development experience
- Proven track record of achieving revenue targets and/or quota of over \$1M annually
- Proven management and leadership capabilities
- Experience working with Senior Level executives
- High energy, positive, "can do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative

- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new partners
- Strong partnership-building and event planning skills
- Thorough understanding of all components of a diversified funding base
- Good computer skills and knowledge of data base programs

**Salary:**

Compensation commiserate with experience

Cover letter and resume in PDF format may be submitted to [info@atlbeltpartnership.org](mailto:info@atlbeltpartnership.org), or you may mail them to: Atlanta BeltLine Partnership, 50 Hurt Plaza, Suite 910, Atlanta, GA 30303