



**Position:** Director of Development  
**Department:** Development  
**Position Type:** Full-time, exempt  
**Reports to:** CEO  
**Start Date:** Position available now

Working Solutions ([www.workingsolutions.org](http://www.workingsolutions.org)) is a Community Development Financial Institution whose mission is to provide microentrepreneurs with the access to capital and resources they need to start or grow a successful business. We prioritize serving low-income individuals, women, and minorities. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide small business loans (microloans) from \$5,000 up to \$50,000, five years of post-loan business coaching and advising, and referrals to small business resources. The organization was established in 1999 and launched its microenterprise development program in 2005. Working Solutions manages a \$5.5 million microloan fund and has extended \$6 million in microloans to entrepreneurs with a 98% repayment rate and has educated thousands of entrepreneurs.

**Department:**

The Development Department is responsible for advancing the mission of Working Solutions by working to identify, cultivate, solicit, and steward individual, corporate, and foundation donors. The fundraising program includes direct response and other annual appeals, events, major gifts, corporate contributions, and foundation grants.

**Position Overview:**

Working Solutions seeks a dynamic and energetic self-starter to lead an ambitious fund development strategy designed to increase the organization's contributed revenue base. This is a new position to the organization. Donor cultivation and a focus on building our major gifts program will be a crucial part of the Director of Development's role. Working in close-partnership with the CEO, s/he will develop effective strategies for identifying top prospects and then design and implement targeted cultivation strategies that skillfully deploy the skills and talents of the CEO, key Board members, and other important stakeholders. This position reports to the CEO and supervises a Marketing & Development Associate:

**Key Duties:**

- Serve as a member of the senior management team
- Develop an overall plan for raising all funds from all sources. Work with Board and staff to set goals, priorities, and strategies for implementation
- Articulate and help all to present the key messages and aspects of the case for support
- Create a calendar of activity for the year that utilizes resources wisely and deploys staff and Board members well
- Create and provide periodic reports on development activity and progress
- Oversee cultivation and fundraising events, including planning, securing sponsors, selling tables, and assuring that all events serve mission and relationship development and have a worthwhile return on investment



- Work closely with the CEO and the members of the Board, particularly the Development Committee; direct and provide excellent staffing and strategic support for all fundraising behaviors
- Manage annual fundraising from corporations, and foundations and spearhead first ever individual giving campaign
- Strengthen major gifts activity through the management of a pipeline of key prospects
- Oversee etapestry database and other systems to assure high standards and function.

**Required Qualifications:**

- BA or BS required
- Five years' or more experience in nonprofit fund development, especially individual giving campaigns and community foundation giving.
- Independent, dedicated, focused individual, driven to meet goals with a strong understanding of mission
- Team player, able to function as a valuable member of the senior team
- Responsive and goal oriented
- Self-confident, able to meet multiple deadlines
- Experience working with bankers, entrepreneurs, and small businesses helpful
- Excellent communication and interpersonal skills
- Familiarity with development databases

**Salary Commensurate with Experience**

**Excellent Benefits:** Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

**Please email resume and cover letter with the subject line “Director of Development” to: [jobs@workingsolutions.org](mailto:jobs@workingsolutions.org)**

*No phone calls please.*

Working Solutions Is An Equal Employment Opportunity Employer