



KITM Director of Development Job Description

Summary:

The Director of Development is responsible for leading Kids In The Middle's comprehensive development, communications, and marketing efforts to increase philanthropic support, strengthen community awareness, and advance the organization's mission.

Working in close partnership with the Chief Executive Officer, the Director of Development develops and implements integrated strategies that inspire philanthropy, elevate the organization's visibility, engage donors and community partners, and ensure consistent, compelling communication of Kids In The Middle's impact.

This position oversees fundraising initiatives, donor stewardship, marketing, communications, public relations, special events, and development operations while serving as a member of the Executive Leadership Team. The Director of Development works collaboratively across all departments to strengthen relationships, expand community support, and promote the mission of Kids In The Middle.

Reporting:

The Director of Development reports to the Chief Executive Officer.

Education & Experience

Required:

- Bachelor's degree in Communications, Marketing, Public Relations, Nonprofit Management, Business Administration, or related field, or equivalent professional experience.
- Minimum of five (5) years of progressively responsible experience in nonprofit development, communications, marketing, fundraising, public relations, or related field.
- Demonstrated experience developing and implementing fundraising or communications strategies.
- Excellent written, verbal, presentation, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Proficiency with Microsoft Office and CRM/database systems.

Preferred:

- Experience with eTapestry or similar donor management software.
- Experience with email marketing platforms, website content management systems, and social media management.
- Experience using Canva, Adobe Creative Suite, or other graphic design software.
- Experience planning fundraising events and community engagement activities.
- Knowledge of nonprofit fundraising best practices and donor stewardship principles.

Core Competencies

- Strategic thinking and initiative



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- Exceptional written and verbal communication skills
- Relationship building and donor stewardship
- Creativity and storytelling
- Marketing and brand management
- Project management and organizational excellence
- Attention to detail
- Collaboration and teamwork
- Professionalism and integrity
- Sound judgment and discretion
- Adaptability and problem-solving
- Commitment to diversity, equity, inclusion, and belonging
- Passion for improving the lives of children and families

Key Responsibilities

Fundraising & Donor Relations

- Partner with the Chief Executive Officer to develop and implement annual fundraising strategies and goals.
- Support the cultivation, solicitation, and stewardship of individual, corporate, foundation, and community donors.
- Coordinate annual giving campaigns, online fundraising initiatives, peer-to-peer fundraising efforts, and direct mail appeals.
- Develop meaningful donor stewardship strategies and ensure timely acknowledgement of all charitable gifts.
- Conduct donor and prospect research to identify new funding opportunities.
- Prepare donor correspondence, stewardship reports, presentations, and fundraising materials.
- Assist with grant proposal development and grant reporting in collaboration with the CEO and program staff.
- Monitor fundraising performance and recommend strategies for continued growth.

Communications & Marketing

- Develop and implement a comprehensive communications and marketing strategy that supports organizational priorities.
- Ensure consistent branding, messaging, and visual identity across all organizational communications.
- Manage the organization's website and digital presence.
- Develop and oversee social media strategy and content calendars.
- Produce newsletters, annual reports, fundraising appeals, brochures, digital communications, and other organizational publications.
- Create compelling stories highlighting the impact of Kids In The Middle's programs, clients, volunteers, donors, and community partners.
- Coordinate photography, videography, graphic design, and other creative resources.
- Manage media relations and identify opportunities to increase community awareness.



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- Monitor communication analytics and recommend strategies to improve engagement and reach.

Community Engagement & Special Events

- Lead the planning and execution of fundraising events and community engagement activities.
- Coordinate sponsorship development, sponsor stewardship, and event marketing.
- Recruit, engage, and steward volunteers supporting development initiatives.
- Represent Kids In The Middle at community meetings, networking events, presentations, and outreach opportunities.
- Build relationships with businesses, civic organizations, community leaders, and strategic partners.
- Identify opportunities to expand community awareness and strengthen organizational partnerships.

Development Operations

- Maintain accurate donor records and fundraising data within the organization's donor management system.
- Ensure timely processing, acknowledgement, and stewardship of charitable gifts.
- Manage the administration of Youth Opportunities Program (YOP) Tax Credits, including preparing and processing donor tax credit applications, maintaining required documentation and records, completing program reporting, tracking tax credit utilization, and ensuring all related paperwork is submitted accurately and timely in accordance with program requirements.
- Generate fundraising reports, dashboards, and performance metrics for leadership and the Board of Directors.
- Maintain donor confidentiality and data integrity.
- Develop systems and processes that improve the efficiency and effectiveness of development operations.

Leadership & Organizational Collaboration

- Serve as an active member of the Executive Leadership Team.
- Collaborate with program staff to gather client stories, program outcomes, and organizational impact data.
- Support Board committees and provide regular development and marketing updates.
- Participate in organizational strategic planning and continuous improvement initiatives.
- Foster a collaborative, innovative, and mission-driven culture.
- Perform other duties as assigned to support the mission and strategic goals of Kids In The Middle.

Working Conditions & Physical Requirements

This position primarily operates in a professional office environment with periodic local travel for donor visits, meetings, community events, and organizational activities.

Evening and occasional weekend work may be required to support fundraising events, Board meetings, and community engagement activities.



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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Impact of the Role

The Director of Development plays a critical role in advancing the mission and long-term sustainability of Kids In The Middle by strengthening the organization's visibility, philanthropic support, and relationships within the community. Through strategic communications, marketing, fundraising, and donor engagement, this position helps ensure that Kids In The Middle has the resources and community support necessary to effectively serve children and families.

Staff Signature

Print Name

Date

Chief Executive Officer Signature

Print Name

Date