



POSITION TITLE: Development Director

LOCATION: Community Clothes Closet, 1465B Opportunity Way, Menasha WI

SUPERVISOR: Executive Director

ABOUT US:

We all know the self-assurance the right outfit can bring or how it feels to have new clothes for the first day of school. Clothing is an often-overlooked basic need that can change someone's future when they have what they need to thrive. Our mission is to provide free clothing to all people in need.

Community Clothes Closet is run by a highly motivated, energetic and fun team who have a positive impact every day in the lives of our 10,400 active clients. We are looking for the right person to help us continue our 44-year tradition of providing dignity, inclusion and empowerment to those most in need in our region.

POSITION DESCRIPTION:

Do you thrive on building relationships? Are you passionate about helping people? Is it important to you to work with a driven group of like-minded change-makers? If this sounds like you, we should talk.

The successful candidate will be a strategic thinker, connecting the dots in new and unexpected ways to meet the goals of the agency. The Development Director leads all fundraising efforts, cultivating new and existing donors, writing appeals and newsletters, soliciting sponsorships and building community awareness.

Part-time, 30 hours per week, during typical business hours.

EDUCATION/EXPERIENCE

- Bachelor's degree or equivalent experience
- A minimum of three years' experience in fundraising preferred
- Experience with capital campaign fundraising a plus
- Bonus if you have experience in marketing and/or public relations

QUALIFICATIONS/SKILLS

- Demonstrated knowledge of philanthropy and development
- Strong interpersonal skills and ability to work as a team and independently
- Proactive, focused and self-motivated attitude in order to meet and exceed funding goals
- Ability to multitask, meet deadlines and prioritize tasks
- Ability to interact professionally with staff, donors and clients



- Team player willing to assist others when needed throughout the workday and with clients
- Strong public speaking, writing and time management skills
- Flexibility to attend occasional events and/or weekend meetings or events
- Knowledge of Microsoft Office Suite and/or ability to learn new programs as needed. Salesforce experience helpful, but not required

DESCRIPTION OF RESPONSIBILITIES

- Develop, implement and track a strategic annual fundraising plan comprised of individual donors, event income and other miscellaneous income sources
- Write and produce communications including annual appeal, quarterly newsletter and donor appeals
- Establish and cultivate relationships with businesses, donors, community funders and others
- Build individual donor relationships through face-to-face meetings, personalized communications, data analysis, tours
- Present to community groups and donors about Community Clothes Closet programs and services in need of support
- Implement fundraising campaigns
- Collaborate with staff on outbound marketing pieces for community, donors and clients
- Take lead in fundraising event efforts – with board's help
- Conduct board fundraising trainings
- Other duties as assigned

BENEFITS

- PTO
- Holiday pay
- Simple IRA
- Individual Coverage Health Reimbursement Arrangement (ICHRA)

Email cover letter, resume and writing sample to Lisa Jones at lisa@communityclothescloset.org by September 14, 2024.