



Position: Associate Director of Development (Major Gifts Officer)

About Dutchess Outreach: Founded in 1974, Dutchess Outreach's programs consist of emergency relief services, including The Lunch Box, which serves over 600 meals a day, and The Beverly Closs Memorial Food Pantry which serves over 1,800 families per month.

Equal Opportunity Employer Statement: Dutchess Outreach is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Key Responsibilities:

- Strategy Development and Implementation:
 - In conjunction with the Development Director, develop and implement comprehensive fundraising strategies to increase individual giving.
 - Collaborate on annual giving programs and campaigns.
 - Develop and implement donor acquisition, cultivation, solicitation, and stewardship strategies.
 - Create cases for support.
- Donor Management:
 - Identify, cultivate, and solicit major gifts from individual donors.
 - Manage a portfolio of individual donors, focusing on mid-level and/or major donors.
 - Build strong relationships with current and potential donors through personalized communication, events, and other engagement opportunities.
 - Ensure timely and meaningful acknowledgment of donations.
- Fundraising Activities:
 - Plan and execute fundraising/donor cultivation events and activities to engage donors and raise funds.
 - Support and provide collaboration on direct mail, email, and other fundraising campaigns with the Director.
 - Create and implement strategies for regular giving programs.
- Annual Event Management:
 - In collaboration with the Director and Executive Director, develop event concepts, themes, honorees, and objectives that align with the organization's goals.
 - Create detailed event schedules, timelines, and budgets.

- Select and secure event venues, catering, and other vendors.
- Coordinate all aspects of event logistics, including setup, decorations, and cleanup with the Event Committee.
- Manage event registration, ticketing, and attendee communication with the Coordinator's support.
- Manage sponsorship solicitation with the Coordinator's support.
- Ensure smooth event execution and address any issues that arise.
- Develop and manage event budgets, tracking expenses and ensuring they stay within allocated limits.
- Work with relevant event committee(s).
- Coordinate with vendors, including caterers, entertainment, and equipment providers.
- Gather feedback from attendees and stakeholders to improve future events.
- Prepare post-event reports and analyses.
- Follow-up with attendees and sponsors.
- Data Analysis and Reporting:
 - Research and/or make a recommendation for a wealth-management subscription platform.
 - Analyze donor data to identify trends, track performance, and inform future strategies.
 - Prepare reports and presentations on fundraising performance.
 - Track and report on acquisition, upgrade, and retention rates.
- Collaboration and Communication:
 - Work closely with other development staff, the Executive Director, and the Board to achieve fundraising goals.
 - Represent the organization at events and in the community.
 - Communicate effectively with donors, volunteers, and other stakeholders.
- Other Responsibilities:
 - Assist the Director with creating an annual Development calendar.
 - Manage budgets and track expenses.
 - Stay up-to-date on fundraising trends and best practices.
 - Contribute to the organization's overall fundraising efforts.
 - Report at Development and Communications Committee meetings.

Qualifications and Skills:

- Education: Bachelor's degree in a related field (e.g., non-profit management, communications, marketing, business).
- Experience: 5 years of experience in fundraising and development. At least two years of Major Gift responsibilities cultivating and soliciting donors to give Major and Planned gifts of \$10,000+. At least 2 years experience in managing fundraising events.
- Skills:
 - Measurable experience in a moves management approach to donor relations.
 - Excellent communication, interpersonal, and relationship-building skills.
 - Strong organizational and time management skills.
 - Ability to work independently and as part of a team.

- Proficiency in fundraising software and CRM systems.
- Strong analytical and problem-solving skills.
- Knowledge of fundraising principles and best practices.
- Experience working with nonprofit Boards and committees.
- Passion for Dutchess Outreach's mission and values.

Compensation: Position is Full-time, non-exempt working 35 hours per week, at \$35.70 – \$41.21 per hour (\$65,000 - \$75,000 annually), plus benefits. Schedule: Monday to Friday and may include evenings and weekends on a flexible schedule basis. Requires transportation.

Please send resume and cover letter to jeanne@dutchessoutreach.org with the subject line: Associate Director

**Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of the qualifications described.*