



Meeting Street

Meeting Street is where children of all ages and abilities receive individualized attention from highly trained, dedicated educators, therapists, and staff who work as a team, sharing strategies and identifying solutions to bring out the best in each and every child. At Meeting Street, we believe in the power of inclusion and foster it in all we do. Our goal is to create an environment, and ultimately a world, where individuals of all abilities learn, play, work, and live together.

SUMMARY OF MAIN DUTIES:

Oversee Meeting Street's development team, raising more than \$2M annually to support both the Rhode Island and Massachusetts campuses. Identifies, cultivates and solicits a portfolio of annual, major and capital campaign prospects and donors and oversees all fundraising resources. Manages the agency's philanthropic activities including annual fund, major gifts, corporate sponsorship, special events, restricted giving and planned giving, and provides leadership to the team to increase net income from a strategic and comprehensive development effort. Works closely with the President and Chief Operating Officer in the planning and execution of fundraising priorities.

ESSENTIAL FUNCTIONS:

- Provide leadership, direction and support of Meeting Street's Development function to ensure a concentrated and successful fundraising and donor cultivation effort that includes individual giving, major/planned giving, grants, web giving and special events for restricted and unrestricted support.
- Manage and supervise team of direct reports, including development professionals, interns and volunteers.
- Develop and maintain strong, collaborative vendor relationships and identify opportunities to engage with external resources to elevate the development function's programs and effectiveness.
- Manage portfolio in coordination with the major giving team and in support of capital campaign efforts to meet established agency and individual fundraising goals, including meeting prospective donors and supporters on a continual basis to establish and strengthen their connection to Meeting Street.
- Grow a major gifts program including identification, cultivation and solicitation of major donors (\$1,000+) and guide the growth of a sustained planned giving effort.
- Oversee grant seeking including research, proposal writing, and reporting requirements and the internal process of building cases for support and proposal preparation.
- Plan and execute Staff Board Development Committee meetings and/or Capital Campaign committees providing the President with guidance and leadership for all fundraising volunteer work.

- Work with the Annual Fund Manager to develop and execute annual fundraising plan and guide expectations for annual fund effort including data management, gift recognition programs, research, direct mail and other year-round fundraising efforts.
- Oversee the creation of publications to support fund raising activities.
- Direct employee fundraising drives.
- Guide the planning and execution of the Meeting Street Telethon and other signature events.
- Manage department budget projections and business plan goals, monitor overhead expenses, report on fiscal progress and implement strategies to reduce expense and enhance revenue.
- Develop and enhance policies and procedures for the department.
- Maintain visibility in the community at large to promote Meeting Street.

NON-ESSENTIAL FUNCTIONS:

- Assist in the evacuation of children and clients during fire drills or other emergencies.
- Perform other duties as directed or required.

QUALIFICATIONS:

SKILLS

- Proven planning, management and organizational skills.
- Strong verbal and written communication skills.
- Good judgment and decision-making ability.
- Team player with good human relations skills.
- Demonstrated sales skills, including relationship building, storytelling and a proven ability to close.
- Proficient in Microsoft Office and Raiser's Edge.

PROFESSIONAL AND LEGAL STANDARDS

- Abides by the standards and code of ethics of the Association of Fundraising Professionals and/or the Planned Giving Council and/or other relevant professional organization(s).
- Models agency values including respect, compassion, integrity, inclusivity and excellence.
- Demonstrates qualities of professionalism, leadership, teamwork, passion and results-orientation.
- Use and disclose PHI only as authorized, as necessary to carry out job duties.
- Complete and maintain privacy and security training.
- Report suspected violations including those of a business associate.

EXPERIENCE, TRAINING AND EDUCATION

- 10+ years' experience in all dimensions of fundraising.
- 5 years' experience in management and agency leadership.
- Prior capital campaign experience preferred.
- Bachelor's degree in Marketing, Management, or related field required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Confidentiality and security issues because of the handling of monies, donor files, and staff salary information.
- Car required for local travel. Limited out-of-state travel, primarily for conferences.
- Ability to work outside normal hours when necessary to network and build relationships.
- Work environment and physical requirements consistent with those of a typical office environment requiring significant reliance on use of computer, telephone and other office equipment.

Applicants may apply directly on our website via:

<http://www.meetingstreet.org/Careers/Current-Openings>