



DEVELOPMENT DIRECTOR POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.

OVERVIEW:

The Development Director will oversee all aspects of fundraising, grant writing, marketing and communication initiatives for the organization. Reporting to the Executive Deputy Director, this position leads the development team and collaborates with senior staff to create and maintain strategic funding plans, maintain donor relationships, and ensure alignment with organizational goals and objectives. Performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

1. Fundraising Strategy and Execution:

- Develop and implement multi-year and annual resource development plans.
- Lead major gift fundraising efforts, overseeing approaches for major donors, foundations, and corporations.
- Collaborate with the Executive Deputy Director and the Board on detailed strategies for specific funders.
- Manage development budget, ensuring alignment with revenue goals and fiscal responsibility.

2. Donor Relations and Communications:

- Serve as a key spokesperson for the agency, cultivating relationships with community leaders and the media.
- Develop engagement strategies to ensure strong donor stewardship and timely recognition.
- Oversee high-quality communication materials, ensuring the agency's mission is clearly articulated.

3. Leadership and Team Management:

- Provide strategic leadership, mentoring and managing the development team.
- Foster collaborative efforts with senior leaders and program managers to integrate fundraising and programmatic goals.

4. Website, Social Media, and Marketing:

- Coordinates with JaxPAL's marketing vendor to manage the organization's online presence and develop social media strategies to increase engagement.
- Coordinates with JaxPAL's vendor to produce compelling marketing materials to effectively communicate the agency's impact.

5. Financial Oversight and Reporting:

- Maintain accurate financial records and all grant reporting, including government and foundation grants.
- Provide regular updates to stakeholders on fundraising progress and trends.

6. Other Duties and Functions:

- Maintain confidentiality of financial and development records.
- Participate in agency meetings, professional development, and adhere to ethical conduct standards.

QUALIFICATIONS AND REQUIREMENTS:

1. Bachelor's degree in marketing, communications, or related field (preferred).
2. Minimum of 2 years of experience in non-profit fundraising.
3. Strong computer skills with solid knowledge of MS Word, Excel and Donor software.

4. Strong organizational, communication, and leadership skills.
5. Must be able to establish, monitor and meet timelines
6. Ability to pass a Level II background screening and drug screening.
7. Must possess a valid Florida driver's license.
8. Must possess reliable transportation and auto insurance.

DEPARTMENT: Development
HOURS: Full-time 8:30-5:30PM - 40 hours per week (may require some nights and/or weekends)
FLSA STATUS: Exempt
SALARY: \$60,000 Annually
REPORTS TO: Executive Deputy Director

Please submit resume to HR.Jobs@jaxpal.com