

Assistant Director Of Development

TIMES2 Inc – Providence, RI

Job Description

SUMMARY:

Reporting to and in partnership with the TIMES2 Institute Director, the Assistant Director of Development will spearhead development efforts for TIMES2 Inc. A new position in the organization, the Assistant Director of Development will have the opportunity to build the development function.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Cultivate and maintain relationships with media and influential professionals
- Arrange interviews and press releases to promote our company and its products/services
- Ensure brand consistency in all advertising efforts
- Track and influence media coverage
- Manage sensitive issues to maintain company's good reputation
- Comply with all grant reporting as required by foundation/corporate donors
- Maintain current records in database and in paper files, including grant tracking and reporting
- Develop relationships with potential foundations and corporate sources
- Grow/build a major gifts program including the identification, cultivation and solicitation of major donors

- Manage the fundraising database, gift processing and tracking systems
- Meet prospective donors, funders and supporters to establish effective communications
- Oversee creation of publications to support fund raising activities
- Acknowledge all donations and pledges over \$100 by written correspondence
- Direct capital campaigns and supervise all fundraising drives
- Coordinate the organization of special fundraising events
- Develop and track proposals and reports for all foundation and corporate fundraising
- Work closely with the Institute Director, Executive Director and Board of Directors
- Demonstrate professional conduct at all times

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree required. Master's degree a plus
- Minimum 5 years related experience.

Job Type: Full-time

Please email: resume, 3 letters of reference and cover letter to econley@times2.org or apply through Indeed <https://www.indeed.com/cmp/Times-2/jobs/Assistant-Director-Development-dcd8ffe95b3ca8f1?q=times2&vjs=3>.