



BROOKWOOD IN GEORGETOWN
POSITION DESCRIPTION

Title: Director of Development
Reports to: Executive Director

Salary Range: \$100,00 - \$120,000
Job Status: Full time, Exempt

Organization Overview:

The mission of Brookwood in Georgetown (“BiG”) is to provide a God-centered, innovative vocational and residential community for adults with disabilities, and to change the way the world views this population. BiG provides meaningful vocational activities for those with intellectual, physical and emotional disabilities—who we refer to as Citizens in our community—that prevent them from functioning independently in society. Our Citizens have challenges such as autism, brain injury, cerebral palsy, Down syndrome, epilepsy, and other diagnosed genetic differences. BiG believes that these individuals each possess unique talents and abilities, and we strive to give them the platform to share those gifts with our community. BiG developed a work program that educates, trains and supports our Citizens in an encouraging, no-fail environment. The work program includes enterprises strategically chosen for their adaptability and their marketability. Supervisors make job modifications to ensure that every Citizen will experience the dignity of completing meaningful work. To support our Citizens' work program, BiG operates an award-winning retail shop and café. The shop features our Citizens' unique work products, as well as select market items.

Position Overview:

The Director of Development is responsible for leading the effort to create and implement a successful development plan that maximizes support for Brookwood in Georgetown. The ideal candidate will have a proven track record in donor relations and major gifts, both with individuals and corporations. This individual will be responsible for driving our fundraising strategies, expanding our donor base, and enhancing our development operations to achieve ambitious growth goals.

Essential Functions and Responsibilities:

Leadership and Strategy:

- Lead and manage the development team to drive fundraising success and achieve organizational goals.
- Develop and implement comprehensive fundraising strategies, including major gifts, annual giving, end of year campaigns, individual giving, and corporate giving.
- Work closely with the Executive Director and Board of Directors to set and execute development objectives aligned with BiG’s mission and strategic plan.
- Research and identify new funding opportunities, including grants and corporate sponsorships.
- Assess and analyze the effectiveness of fundraising campaigns and adjust strategies accordingly.



Donor Relations and Major Gifts:

- Cultivate and steward relationships with major donors, prospects, and key stakeholders including individuals and corporate donors.
- Oversee the identification, solicitation, and stewardship of major gifts, ensuring personalized engagement and communication.
- Develop and execute strategies for growing the major gifts portfolio, including setting goals and tracking progress.
- Develop and implement tailored communication plans to nurture existing donor relationships
- Identify and approach potential corporate partners for sponsorship and collaboration opportunities.

Development Operations:

- Acknowledge and thank donors in a timely and meaningful manner
- Maintain and update donor records in the CRM, ensuring accurate tracking of donations and engagement activities.
- Analyze donor data to inform fundraising strategies and improve donor retention.
- Prepare regular reports on fundraising progress, trends, and outcomes for leadership and board meetings.

Qualifications:

- Bachelor's degree in Nonprofit Management, Business, or a related field preferred.
- Minimum of 7 years of experience in development, with at least 3 years in a leadership role.
- Proven track record in securing major gifts from both individuals and corporations.
- Strong understanding of fundraising principles, donor stewardship, and development best practices.
- Excellent interpersonal, communication, and negotiation skills, with the ability to build and maintain relationships with diverse stakeholders.
- Experience with donor management software and data analysis.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.

BiG has retained The Edge Group to coordinate recruiting efforts. To apply for this position, please send your resume to Stacy Butler at sbutler@edgegroup.cc. Candidates who most closely match the requirements will be contacted.