

**Director of Development
Indiana Children's Wish Fund
Indianapolis, Indiana – Full Time**

BACKGROUND:

Indiana Children's Wish Fund has been granting wishes for Indiana children who are battling a life-threatening or terminal illness since the organization's founding in 1984. With more than 3,200 wishes granted to date, Indiana Children's Wish Fund gives inspiration and hope to sick children and their families when it is needed most.

Indiana Children's Wish Fund seeks an experienced Director of Development who can help broaden the scope of the organization's advancement program and diversify its gift and grant revenue sources, thereby increasing the organization's impact and ability to serve more children. Joining a small but dedicated team of professionals and committed board of directors, the successful candidate will exhibit a track record of proficient and comprehensive advancement experience and an unwavering dedication to mission-driven work.

POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, directing and executing all of Indiana Children's Wish Fund's fundraising and advancement activities including the implementation of a comprehensive annual, major and planned gifts program from individual donors, corporations and foundations. The Director will oversee all event fundraising and campaign activities and will work seamlessly with the ICWF Director of Operations and other staff in pursuit of the organization's mission. This position reports directly to ICWF's Board of Directors and will facilitate a close partnership with the Board on all advancement and fundraising initiatives.

Professional Qualifications

The successful candidate will:

- Demonstrate a proven track record of multi-year fundraising success and organizational impact
- Have a strong knowledge of and experience with the development of a successful advancement plan that includes proficiency in annual and major gifts fundraising and a working knowledge of planned giving basics, at minimum
- Embrace the mission of Indiana Children's Wish Fund and those it serves as a guiding principle in daily work
- Possess strong communication, interpersonal and writing skills

- Possess the skills to work with and motivate staff, board members and other volunteers
- Embrace the role as the chief external-facing officer of the organization, possessing the desire to get out of the office and build external relationships.
- Be self-motivated and goal driven when initiating contact with prospects, donors and conducting fundraising calls
- Exhibit a propensity for intentional planning and organized activity, exhibiting follow through on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree and a minimum of five years of professional fundraising experience is required; an advanced degree or evidence of CFRE certification or other relevant activity is a bonus

Job Responsibilities Include:

1. Meet prospective donors and supporters on a continual basis to establish effective communications and demonstrate the impact of investment in the organization
2. Enhance a robust fundraising program that includes the identification, cultivation, solicitation and stewardship of major donors and other funders.
3. Oversee all grant activities including research, proposal writing, execution and reporting requirements.
4. Build a planned giving program with a focus on deferred gifts such as bequest expectancies, beneficiary designations and other revenue-enhancing gifts
5. Plan and execute the organization's annual fund program and activities
6. Plan and execute all campaign and other major fundraising initiatives
7. Work closely with Director of Operations to coordinate fund raising special events and other engagement activities
8. Oversee prospect research
9. Work seamlessly with and support the Board of Directors in all activities related to fundraising and advancement including staffing the Board's development committee activities
10. Make public appearances and accept speaking engagements to educate and inspire the community and state about Indiana Children's Wish Fund
11. Oversee the fundraising database and tracking systems to ensure timely and accurate receipting of gifts, recording of donor strategies and other activities, as appropriate

12. Assist with the development of and oversight of all marketing and communications collateral materials and activities that contribute to the advancement and fundraising initiatives
13. Create, enhance and maintain appropriate donor and gift recognition programs and activities
14. Adhere to the highest ethical standards and demonstrate professional conduct at all times
15. Perform other related duties as requested and required.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications.

APPLICATION:

E-mail a cover letter, resume and a minimum of three professional references to search@nortoncounsel.com by May 15, 2019.

Mail may be directed to:

ICWF Director of Development Search
C/O NPC
PO Box 47055
Indianapolis, IN 46247

No phone calls, please. Resumes received prior to May 15, 2019 will be given full consideration. The position will remain open until filled and no longer posted on the organization's website at www.indywish.org. Please know you will be contacted if your application is under consideration. Indiana Children's Wish Fund is an Equal Opportunity Employer. Thank you for your interest in ICWF's mission and those we serve.

Candidate Screening Questions

1. What is your experience in creating, organizing or leading a development operation?
2. Please share your experience in working with and motivating board members to be more engaged with the advancement efforts of the organization.
3. What about the mission of ICWF speaks to your personal and/or professional work and passion?
4. What is your experience in working in a small staff setting and what appeals most to you about that type of work environment?

Two-Sentence Description

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