

URBAN LEAGUE OF GREATER PITTSBURGH
610 Wood Street, 4th Floor
Pittsburgh, PA 15222-2222

JOB ANNOUNCEMENT

Department: Administration
Job Title: Development Director
Reports to: Vice President of Development and External Relations

Note: *The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, national or ethnic origin, religion, sex, color, or handicap.*

Basic Function:

The Urban League of Greater Pittsburgh's Development & External Relations Department seeks a full-time Development Director who will actively contribute to the success of our fundraising and marketing goals. The Development Director will be an integral member of a growing development team at the Urban League of Greater Pittsburgh and will serve in a generalist capacity. She/he will support operations and planning, execute several giving strategies, including annual giving, major gift pipeline development and solicitation. The position will research, write, edit and manage a high volume of development-related collateral, online content, publications, speaking remarks and other materials for the Office of External Affairs. The success of the Director of Development in fulfilling the following responsibilities will contribute greatly to the overall departmental and agency success.

Operations/Communications:

- Provide guidance in the use of the organization's development database (DonorPro), becoming an expert in its design and functionality, and developing strategies for its use.
- Oversee quality control of database insuring accurate record management, report generation, gifts processing, data entry, preparing grant and gift reporting materials, and biographical record keeping.
- Collaborate with staff and VP of Development & External Relations to publish a quarterly newsletter and periodic e-communications to donors, friends, and prospective donors.

Fund Raising Responsibilities:

- In consultation with the Vice President, plan, organize, coordinate and implement on-going fundraising programs for the Urban League of Greater Pittsburgh, ensuring that these programs run smoothly and according to plan and are successful in their overall goals and objectives.
- Draft fundraising communications, including special fundraising letters, updated acknowledgments, email blasts, website material/content, meetings notes etc.
- Act as a sounding board for custom thinking, new approaches, and various strategic recommendations for fundraising strategies to maximize revenue across all development areas.
- Assist Vice President with systems, processes, and protocols around donor stewardship.

- Participate in public and prospect outreach efforts and events on behalf of the ULGP.
- Help ensure that all information regarding meetings, gifts, and donor information is accurate, complete, and up-to-date.
- Analyze and help maintain prospect and donor tracking and trending information.
- Provide assistance and support to the Vice President in preparation for donor, board, and special meetings. This includes preparing agendas, coordinating the preparation of materials, handling mailings, distributing meeting notes, etc.
- Align with the Vice President to ensure that all professional and legal fundraising procedures are followed for documenting and reporting of gifts and donations.
- Perform other related duties as assigned.

Individual Giving/Annual Fund:

- Draft donor recognition letters, acknowledgements, and other correspondence.
- Assist with the production and mailing of donor and prospect communication for annual donors.
- Perform donor research, prospecting and recommending prospective major donors to VP of Development.
- Coordinate and execute cultivation and solicitation events for ULYP and Guild
- Assist VP of Development in coordinating and executing cultivation and solicitation events for Board of Directors
- Develop and update a fundraising dashboard template quarterly that reports on all fundraising based on giving levels and revenue lines in addition to a year-end budget-to-actuals fundraising report.
- Assist VP of Development with all assigned donor level stewardship and cultivation activities, including, but not limited to, calls, thank you notes, recruiting Board and Corporation member participation, emails, and other outreach.
- Research, develop, implement and evaluate strategies for individual, foundation and corporate engagement /fundraising, and assist the VP of Development, staff and board in cultivation, solicitation, and stewardship of donors.

Special Events:

- Assist with planning and execution of donor cultivation/solicitation events and special events.

Knowledge & Skills:

- Strong computer skills (DonorPro or other donor software, Microsoft Office, and publication/creative software).
- Exceptional written and verbal communication skills.
- Experience interacting with internal and external parties.
- Interest and/or knowledge of non-profit organizations.
- Commitment to working with staff, donors and constituents.
- Energetic, enthusiastic, and interested in learning in a fast-paced work environment and growing organization.
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations.
- Outstanding organization skills and high attention to detail.

- Strong work ethic and an entrepreneurial spirit.
- Ability to take initiative and anticipate potential project complications or needs before they arise.
- Ability to work in a collaborative team environment.
- Ability to think critically and strategically.
- Some evening and weekend hours will be required.

Education: Minimum of Bachelor's Degree with 3+ years of successful non-profit, fundraising experience, demonstrating progressively increasing responsibility.

Applicant must:

- Have a valid driver's license.
- Be in good health.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; and climb stairs.
- The employee must occasionally lift and/or move up to 25 pounds.

Submit cover letter, resume and three work-related letters of reference to:

Mary Kay Dietrich
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