

The Opportunity

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks a Director of Development and External Relations to partner with the President & CEO and others on organizational initiatives, and strategic planning to ensure the organizations goals are met in creative and effective ways to increase revenue.

We are looking for an energetic, experienced non-profit development professional with strong leadership and relationship building skills to complement our highly effective team and support our community. The ideal candidate will have a data driven and work best when collaborating with others and will be energized by growth and change.

Because the Urban League of Greater Pittsburgh believes that our people are the only way to achieve our mission, we embrace and welcome those with varied life experiences who are committed and interested in the challenge of helping a historied organization reimagine itself. We welcome all qualified applicants who reflect the rich tapestry of the population and culture for whom the Urban League advocates regardless of ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, or experience with poverty or homelessness.

The ULGP offers a flexible, collaborative environment with a commitment to best practices, innovation, and growth. We welcome creative and hard-working team players who share a passion for securing economic self-reliance, parity and power, and civil rights for African Americans and other underserved urban residents.

REPORTS TO: President and CEO

FLSA STATUS: Full-time; Exempt.

STARTING SALARY RANGE: \$85,000- \$100,000

Director of Development and External Relations

The Director of Development and External Relations will partner with the President & CEO to formulate partnerships across the organization and community to inform, develop and engage community partners that reflects the objectives of **ULGP**. Articulates the case for support and provides leadership, vision, and department motivation to accomplish the financial goals set by the organization. These revenue streams include board gifts, corporate donors, direct mail and individual giving, local, state, and federal grants, special events, special gifts and endowment/planned to give.

Essential Functions

- Supports ULGP mission strategic vision.
- Responsible for planning, implementing, and directing comprehensive fundraising, marketing, events, and volunteer programs on behalf ULGP.
- Establish, lead, and manage all processes related to the Development and External Relations team's goals.
- This position will directly supervise the Development and External Relations team and be responsible for helping them achieve their goals and maximize their efforts.
- Build programs and campaigns designed to meet or exceed goals established to support the organization with focus on individual giving, foundation support, events, and corporate fundraising.
- Develop relations with corporations, foundations, local businesses, religious/community groups and individuals that increase the community awareness of ULGP.

- Responsible for representing and presenting ULGP at events, churches, businesses, and other organizations throughout the city.
- Engage in direct donor solicitation as appropriate and most effective with the support of the President & CEO and members of the Board of Directors.
- Assist with completion of grant application forms/proposals.
- Assist with the development and implementation of the annual fundraising plan.
- Cultivate and strengthen relationships with area businesses, corporations, foundations, and other community-based organizations.
- Perform other duties as required and assigned.

COMPETENCIES

- Fundraising
- Donor Management
- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Problem Solver
- Management or supervisory skills/experience

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university.

5- 10 years of development or marketing experience desired. Preferably in the nonprofit arena.

Must provide proof of full COVID 19 vaccination status or Medical or Religious exemption.

Act 33/34 and FBI clearances required.

HOW TO APPLY:

Please send resume and cover letter with the name of the position and where you heard about it to deyler@ulpgh.org. No phone calls, please.

The ULGP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.