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The ManKind Project USA | 801 N. Brand Blvd. Suite 550 | Glendale, CA 91203

## **Director of Development The ManKind Project USA**

Founded in 1984, the ManKind Project USA, a national nonprofit leadership training and service organization, has helped more than 50,000 men realize their potential through personal growth programs and peer-facilitated support groups. The purpose of the ManKind Project USA is to create a safer world by growing “better” men.

Learn more, visit [www.mkpusa.org](http://www.mkpusa.org), [www.mankindproject.org](http://www.mankindproject.org), [www.newwarriortraining.org](http://www.newwarriortraining.org)

### **Position**

Reporting to and in partnership with the Executive Director, the Director of Development will spearhead development efforts for a comprehensive fundraising program as the ManKind Project USA continues to grow. A new position in the organization, the Director of Development will have the opportunity to build the development function.

### **Responsibilities**

- Develop and oversee the creation and implementation of the ManKind Project USA’s annual development plan.
- Develop and maintain ongoing relationships with major donors. Make a minimum of 20 personal solicitations of \$10,000 and above in the first year.
- Identify, cultivate, nurture and solicit financial support from individuals, foundations and corporations.
- Prepare grant proposals to corporate, foundation, and government funders for program support, general operating and special projects.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Expand annual membership program.
- Develop and grow Planned Giving Program, and track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.

- Educate and motivate the Board of Directors and other volunteer leaders to be active in identifying, cultivating and soliciting prospective donors.
- Manage the implementation of CiviCRM donor management system and oversee staff responsible for data entry and gift processing. Monitor all donor information and present statistical analysis on regular basis.
- In conjunction with Marketing Director, design and create print and electronic fundraising materials and publications.
- Create, supervise and manage production of letters, direct mail appeals and newsletters.
- Oversee special events to cultivate relationships with donors, prospective donors, friends and others.
- Participate in annual ManKind Project USA budget process.
- Be responsible for the ethical conduct of fundraising activities and advance the values of the ManKind Project USA in all work.

### **Qualifications**

- A minimum of five years of professional fundraising experience.
- Successful experience developing, implementing and managing comprehensive fundraising programs soliciting major gift contributions from individuals, corporations and foundations.
- Demonstrated ability to maintain a pipeline of major donor prospects and successful record of more than 20 personal solicitations of \$10,000 and above per year.
- Proven experience in the full spectrum of development programming including prospect identification, cultivation, solicitation, stewardship, donor recognition, prospect research, gift administration and development policies and procedures.
- Experience in writing proposals for important projects/gifts directed to individuals, corporations, foundations and government funding sources.
- Demonstrated knowledge, sound judgment, accountability, and comprehension skills to do budgetary planning and prioritization of projects, programs and activities.
- Proven administrative ability to provide direction to staff in accomplishing agreed-upon goals and objectives consistent with established guidelines and procedures.
- Proven ability to hire, train, evaluate, supervise and provide disciplinary action.
- Track record displaying a strong sense of ethical conduct that will effectively motivate and persuade diverse groups.
- Proven ability to work independently, exercising initiative to keep supervisors and other ManKind Project USA officials informed.
- Excellent interpersonal skills required to function effectively among donors, volunteers, members, board members and colleagues.

- Proven ability to maintain confidentiality and use good judgment, discretion, and sensitivity while handling development issues.
- Demonstrated knowledge of sophisticated electronic databases, gift recording and accounting systems used for institutional fund-raising programs.
- Foster the principles of the ManKind Project USA by promoting and supporting a climate of fairness, cooperation, civility, mutual respect, and professionalism.

### **Application Instructions**

Visit [www.mankindproject.org](http://www.mankindproject.org), [www.newwarriortraining.org](http://www.newwarriortraining.org) and [www.mkpusa.org](http://www.mkpusa.org) for more information about our organization, programs and results. This full time position is located in San Diego, and remote candidates will be considered.

Qualified candidates should send a cover letter, resume, salary requirements, and a list of at least three professional references to [hr@mkpusa.org](mailto:hr@mkpusa.org) by **February 24, 2012**.

Only complete applications with “Development Director” in the subject line that answer the following question in the cover letter will be considered: What about your experience makes you uniquely qualified for this position within the ManKind Project USA and why are you attracted to this particular position?

*The ManKind Project USA is an Equal Opportunity / Affirmative Action Employer that values a diverse workforce and provides reasonable accommodations to people with disabilities.*