



## **Development Director Position Description Flourish Furnishings, Inc.**

Flourish, Kansas City's only furniture bank, is an equal opportunity employer and all candidates will be considered regardless of race, disability, sexual orientation, age, national origin, religion or gender.

Flourish is seeking a qualified individual to fill our Development Director role. This is a full-time position with the opportunity for future growth within our rapidly growing organization. The ideal individual for this role will have the skills for this position and a desire to serve the community in an environment that respects the dignity of all individuals.

### **Position Summary**

The Development Director position is responsible for the fund development functions of Flourish Furnishings, Inc., plays a key role in the strategic vision of the organization, and supports growth. All volunteers and staff engaged in fundraising and development efforts report to the Development Director. The Development Director reports to the Executive Director.

### **Fundraising Responsibilities**

- Lead and manage the Flourish Development team including staff and volunteers.
- Lead major fundraising initiatives.
- Work with the Executive Director to create an annual budget for the organization including providing fundraising projections and alignment of fundraising to agency needs.
- Represent the organization with corporate, individual, and foundation donors.
- Update the organization's Development Plan annually and oversee its execution in alignment with Flourish's Strategic Plan.
- Lead the grants team in all aspects of grant writing and reporting.
- Work with Flourish's Bookkeeper to ensure excellent grant and donation tracking and reporting.
- Lead the development and review of fundraising materials.
- Build and drive a planned giving plan for Flourish.
- Work with the Executive Director to grow and manage a Major Donor program.
- Oversee the planning and execution of fundraising events.
- Track and analyze key performance indicators related to development.
- Ensure donor recognition and lead donor appreciation efforts.
- Represent Flourish in the community.

### **Professional and Personal Qualifications:**

Flourish is seeking a self-starter that will be able to push the organization forward with a positive outcomes-oriented attitude.

- Intrinsic desire and motivation to serve those in need.
- Five or more years of fundraising experience that demonstrates growth in the field. Capital campaign and major donor experience preferred.
- Excellent written and verbal communication skills with the ability to articulate Flourish's mission to a variety of audiences.
- Experience with Microsoft Teams and Bloomerang is preferred.
- Servant-leader style to effectively lead, engage, and motivate staff and volunteers.
- Experience working with volunteer teams.
- Demonstrated ability to communicate with donors, volunteers, community partners, and corporate partners in a way that represents the organization and its mission.
- Strong organizational abilities, including planning, documenting, and providing information in multiple formats for a wide variety of users.
- Ability to manage the work of staff and volunteers to support their growth within the organization.

Compensation:

The salary range for this position is \$65,000 - \$70,000.

***To apply, send a cover letter and resume to  
amy@flourishfurniturebank.org.***