

BLACKSPACE

Development Director

The Development Director is a newly created role responsible for building a comprehensive giving program. This role is great for someone who is ready to build out a team and a more radical approach. We're looking for someone who has proven results in exercising ethical discernment as well as implementing successful fundraisers.

Reporting to the Co-Managing Director and a key member of the leadership team, bolster plans to achieve our long-term growth goals by securing revenue alongside our individual, sponsorship, and foundation community. Refine and manage a strategic development plan that delivers on our \$1.5M revenue goal for FY24, with the goal of securing or increasing support from new and existing supporters. Annual fundraising sources and strategies include foundations, government, aligned corporate support, individual donors, peer-to-peer fundraisers.

- **Individual + Board Giving (40%):** Build, grow, and maintain individual giving programs that are rooted in Black philanthropy and collective investment. In collaboration with staff and board: plan and execute national in-person and online fundraising events that engage new and existing individual giving communities. Manage social media platforms to promote the organization's mission and engage with supporters. Educate and grow donor community in Collective cities: NYC, Chicago, Oklahoma, and Indianapolis.
- **Corporate / Foundation Giving (40%):** Support staff and board in building, growing, and maintaining our corporate and foundation giving including: Identifying and cultivating sponsors and partners; prospect research; writing grant applications and submitting reports; Upholding our giving ethics policy.
- **Planning and Analysis (20%):** Develop fundraising plans that are co-designed with our Collective, foundation, corporate, and individual donor community members. Collect and analyze donor data. Create and manage fundraising program budgets. Share out quarterly status reports to board and staff that include qualitative and quantitative data to inform fundraising decision-making. Hire team to support the work. Identify and cultivate potential donors, sponsors, and partners.

\$\$\$ + Benefits: The role is a full time position with some travel to our Collective cities. Candidates must reside in Chicago or New York City. Working hours are Mon - Thurs (with some evenings and weekends required) with a salary between \$94k - \$99k. Benefits include: unlimited vacation, one month paid rest, 401k options with employer matching; health insurance reimbursement.

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Apply! Complete the [short application](#) (uploads include resume and work sample). Interviews are on a rolling basis with an estimated start date of Mar 1, 2024. People who identify as Black are especially invited to apply.

Experiences and Skills: We know relational work can be both energizing and draining and we seek a person who is sharpening the following skills and qualities:

- **Grounded in strategy:** Develops goal-driven plans to reach target audiences and achieve results. Demonstrated record with strategic client / donor relationship building initiatives that met organizational goals. Has interest in building and growing a new organization.
- **Clear and compassionate communicator:** Speaks clearly on behalf of the organization and with community members and internal team. Communicates well with diverse audiences, including deep listening, sharing context and asking questions to understand others' perspectives. Feels comfortable with outreach and/or marketing across web and social media platforms. Feels empowered to set and communicate personal needs and boundaries.
- **Produces compelling written materials:** Aims for accuracy and attention to detail. Produces well-crafted emails to diverse audiences. Can learn, internalize, and incorporate the BlackSpace "voice" across platforms. Organizes and shares information effectively — whether writing an internal email or delivering a presentation.
- **Keenly aware of the power of language and representation:** Uses references and examples that speak to various audiences, particularly the communities we aim to reach.
- **Leverages technology and proactively learns new tools:** Proficiency in online donor and messaging platforms, Google Workspace, and Slack in order to wrangle data that our growing team can learn from and put into action. Stays ahead of the curve in an ever-changing tech environment.
- **Knows how to dot an "i" while crossing a "t":** Impeccable organizational and time-management skills, as well as the ability to organize and coordinate multiple projects at once in a dynamic environment. Experience developing data management systems that can be widely shared with multiple audiences.

Team + Culture: [BlackSpace](#) is an award-winning, national 501(c)3 nonprofit that facilitates opportunities for Black urbanists to co-create social and spatial change in partnership with Black communities. We love gathering (we started as a brunch group) as well as deepening our accountability to our [Manifesto](#) internally and with our partners, and communities. BlackSpace began as a collective of creatively stifled Black urbanists in 2015. Since, we have been recognized for our impact by Brooklyn Community Foundation (2019 Incubator Prize) and [Fast Company](#) (2021 Most Innovative in Architecture).