

Position Description:

Regional Director of Development

North Carolina Masonic Foundation

Overview

The North Carolina Masonic Foundation seeks a Regional Director of Development (covering the western part of the state) to identify, cultivate, track and solicit persons for significant gifts to fund the three principal Masonic charities—the North Carolina Masonic Foundation, the Masonic Home for Children in Oxford, and WhiteStone, the Masonic and Eastern Star Home in Greensboro.

This Director will report to the Chief Development Officer of the Foundation and will promote and fundraise for all three charities. Moreover, this Director will work in partnership with his/her colleague who covers the eastern part of the state. Finally, this Director will have a special connection to WhiteStone in that he/she will be available for tours, events, and other fundraising activities happening at WhiteStone.

Candidates should have a minimum of five years of increasingly responsible development experience, ideally in a leadership role within a complex nonprofit entity, and expertise in areas such as donor cultivation and stewardship, major gift proposal development and solicitation, and planned giving. The ability to connect donors with the missions of the Masonic charities is critical to increasing their support and sustaining their important work for generations to come.

Responsibilities

- Develop, implement and evaluate a strategic resource development plan in collaboration with the Chief Development Officer and North Carolina Masonic Foundation board.
- Manage a donor portfolio and pipeline that includes prospects at various stages in the cultivation process.
- Set up and conduct face-to-face visits with existing and prospective high capacity donors; develop verbal and written proposals and solicit gifts that support the charities.
- Conduct group presentations and speaking engagements when possible, especially to lodges and at other Masonic events.

- Track and measure progress toward fundraising goals in coordination with the Chief Development Officer.
- Work collaboratively with the Director of Communications on developing best-in-class fundraising collateral for the Masonic charities.
- Help plan and manage a development budget.
- Assist, when appropriate, with the planning and execution of special events.
- Perform other duties as needed to support the missions of the three Masonic charities.

Qualifications

- Bachelor's degree (graduate preferred) and a minimum of five years of progressively responsible development experience, especially in major gift fundraising.
- Excellent writing, editing, verbal and inter-personal communication skills. Experience in writing fundraising materials, including gift proposals and planned giving agreements.
- Experience developing and implementing fundraising strategies and ability to manage a variety of key initiatives concurrently.
- High energy and maturity, with leadership ability and the capability to unify constituencies and engage donors at both the strategic and tactical levels.
- A commitment to work collaboratively with constituent groups including staff, board members, volunteers, donors, program participants and other supporters.
- A self-starter who can work independently, and an entrepreneurial professional who enjoys creating and implementing new initiatives.
- Skilled in MS Office Suite and a donor management software such as Raiser's Edge.

Salary will be commensurate with ability and experience. Significant travel (up to 50%) and evening and weekend work are required.

To apply, please send a cover letter, resume, references, and salary expectations to Jeff Hensley, Chief Development Officer, NC Masonic Foundation at jhensley@mfn.org.