



Director of Development

The COMMIT Foundation's mission is to help exceptional American service members and veterans transition into successful roles and careers post-service. The COMMIT Foundation is changing the way veterans and corporate America think about military transition by providing high-touch transition support that becomes the standard nationwide so veterans in all communities can access services helping them identify their passions, build strong networks, and leverage their skills in civilian careers.

The COMMIT Foundation is seeking a Part-Time Director of Development, Administration (DoD). Reporting to the Chief Development Officer (CDO), the DoD will be responsible for supporting and managing up to the CDO. The DoD will provide operational support for COMMIT's development calendar, assist with donor acknowledgement, track donor upgrades, and develop and implement a strategic organizational plan to steward and cultivate major and planned gifts from individuals as well as corporate and foundation revenue.

We are seeking an outgoing, creative, goal-oriented, highly organized individual. The ideal candidate must be able to collaborate in a team environment, possess strong writing and editing skills, and stay organized in a fast-paced work environment.

Key Duties and Responsibilities

In addition to other duties that may be assigned in the future, the DoD will have the following responsibilities:

Major and Planned Gifts, Corporate and Foundation Administration

- Develop and manage development calendar.
- Manage moves management system and maintain dashboards for Chief Development Officer in Salesforce to ensure that cultivation and solicitation strategies are successfully implemented and goals are met.
- Maintain integrity of COMMIT's database through accurate data entry and ongoing clean-up efforts.
- Refine and manage donor acknowledgment process.
- Stay connected with program staff so that the story of COMMIT and its impact can stay fresh and be effectively communicated to donors.
- Work closely with the CDO developing, implementing, and managing on an ongoing basis a proactive and effective donor program including all activities relating to the identification, cultivation, solicitation and stewardship of individual major and planned gift prospects.
- Coordinate the production and distribution of stewardship materials.
- Develop a strategy and implementation program to expand significantly the prospect pool, utilizing effective donor identification and acquisition techniques.

- Participate in bi-weekly prospect review meetings and brief CDO on action items and follow-up in a timely manner.
- Organize COMMIT's strategic outreach to our donor prospects utilizing automated processes.
- Implement and manage a program to steward corporate and foundation relationships at both a local and national level, including corporate membership programs.
- Identify emerging business leaders and industry trends with an emphasis on developing long-term high-value corporate alliances and philanthropic support.
- Identify prospects for foundation support and trends in foundation giving that are in alignment with COMMIT's mission and programs.
- Manage the solicitation, grant writing and stewardship process for corporations and foundations.
- Other duties as assigned.

General (10%):

- Support events and other programs and activities of the Board, CEO and CDO relating to the mission and activities of COMMIT.
- Support the Board, CEO and CDO in the ongoing implementation of the Foundation's campaigns.
- Participate in weekly "all-staff" meetings.

Qualifications

- Minimum of 7 years of demonstrated success in identifying, cultivating and soliciting major individual, corporate and foundation gifts in a significant non-profit organization
- Experience building relationships with donors of all backgrounds preferred
- Ability to articulate the case for support and to interact with Board members, donors and prospects at the highest level
- Excellent communication and presentation skills, both written and oral
- Bachelor's degree required

Salary and Benefits

This is a part-time exempt position offering a salary commensurate with experience. This position is a remote position.

To Apply:

Click on this [link](#) to apply.

If you encounter issues submitting an application email support@commitfoundation.org.

Equal Opportunity Employer

COMMIT is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. COMMIT strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy and sexual orientation), gender (including gender nonconformity and status as a transgender individual), age,

physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All COMMIT employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.