MADONNA MISSION ~ WHO WE ARE:
Madonna Mission is a not-for-profit organization providing education and resettlement support programs for refugee families with a strong focus on women and elementary aged children. Madonna Mission was formed to provide a safe space in a compassionate and supportive environment for refugee community members. We empower through education.

DEVELOPMENT DIRECTOR ~ JOB DESCRIPTION:
Now in our tenth year, Madonna Mission is seeking a dynamic Development Director to join our team. This position is responsible for developing and executing strategies to meet the fundraising goals of our organization with a current budget of $400,000 and seeking to grow. We are looking for an enthusiastic candidate who is passionate about our mission and eager to join our team in this exciting 10th anniversary year. Reporting to and in partnership with Madonna Mission’s senior leadership, the Development Director will spearhead all development efforts as the organization continues to grow. The ideal candidate is a self-starter who combines excellent communication, organizational, and project management skills with an entrepreneurial approach to fundraising. We are looking for someone who is energized by this exciting challenge of growing revenue to deepen our investment in the potential of refugees.

RESPONSIBILITIES:
● Establish and meet Madonna Mission’s annual and long-term fundraising goals.
● Develop and manage the organization’s donor cultivation, solicitation, and stewardship.
● Develop strategic partnerships with corporations and foundations.
● Create and lead fundraising campaigns and manage events.
● Identify high-impact donors and create targeted development plans to earn and retain ongoing support.
● Organize and participate in donor meetings and tours.
● Work with the office staff to manage all donor documentation via DonorSnap (CRM system) to ensure tracking as well as accurate and timely data entry, gift processing and reporting.

QUALIFICATIONS:
● At least 5 years nonprofit professional experience in revenue generation including demonstrated success securing grants and major gifts, leading campaigns, prospective donor outreach, and event planning.
● Bachelor’s Degree (required) Education in business, communications, public administration, or nonprofit management is preferred but not required.
● Experience in CRM systems, preferably DonorSnap.
● Experience with both Microsoft Office (Word, Excel, PPT) and Google (Docs, Sheets, Drive, Calendar) applications required.
● Ability to lead the grant writing process including identifying funding sources, writing and submitting proposals, and monitoring outcomes.
● Outstanding communication skills, both written and verbal.
● Ability to work in a collaborative work culture.
● Ability to work independently.
● Experience working with programs that support youth, refugees, or immigrants is desirable.
● Available to work weekends and evenings, as needed.
**SALARY RANGE:**
$70,000 - $80,000

**HOW TO APPLY:**
Please submit an application and cover letter by April 1, 2022. Applications will be reviewed on a rolling basis. Start date is negotiable but we are hoping for a start in May 2022.

Please direct questions to Madonna Mission’s Executive Director, Peggy Forbes at: peggy@madonnamission.com

*Madonna Mission is an equal opportunity employer and consideration for employment is made without regard to race, color, religion, age, gender, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.*