

## **Women's Business Development Council**

Director of Development

*Position Announcement*

Scion Executive Search ([www.scionexecutivesearch.com](http://www.scionexecutivesearch.com)) has been retained to conduct the search for a Director of Development for the Women's Business Development Council (WBDC), a nonprofit organization dedicated to empowering women to thrive in business across the state of Connecticut.

Over the past twenty-five years, WBDC has helped more than 18,000 women across 169 towns in Connecticut become successful entrepreneurs and business owners. WBDC's services are in high demand, especially in light of the pandemic's impact on local economies and businesses. The incoming Director of Development will lead fundraising efforts for the organization and work to expand unrestricted revenue to support team and program growth. This role will closely partner with the Chief Executive Officer (CEO) to strengthen relationships with external stakeholders and donors across the state.

This full-time opportunity is for immediate hire. The organization has moved to a hybrid model with two days in-office work and three days remote work. Some travel across the state is expected.

This is an amazing leadership opportunity to work with a driven, highly motivated, and engaged team to provide the tools and resources to help women thrive in business.

### **ABOUT WOMEN'S BUSINESS DEVELOPMENT COUNCIL (WBDC):**

Did you know? U.S. women-owned businesses are growing 5x the national average for all businesses. If U.S. women-owned businesses were their own country, they would have the 5th largest GDP in the world!

WBDC is dedicated to supporting women in achieving economic equity through a multifaceted approach of education, funding, and professional development. With three offices across the state, WBDC has been leading entrepreneurial and financial trainings for women in Connecticut since 1997. WBDC's connection to and impact on local businesses positioned them well to seize new opportunities and continue to play an important role in the post pandemic economic revitalization. Thanks to their driven and passionate team—the organization has ramped up trainings, services, and resources to meet rising business needs.

### **POSITION OVERVIEW:**

Reporting to the Chief Operating Officer (COO) and working closely with the CEO, the incoming Director of Development will create and deploy a fundraising strategy to achieve WBDC's strategic

plan, including growing and diversifying sustainable funding streams for the organization and planning for WBDC's upcoming 25<sup>th</sup> anniversary. Leveraging great relationship-building and prospect-cultivation skills, this role will have a heavily external-facing component; a key responsibility of the Director of Development will be to attract funders and other stakeholders to the work and impact of WBDC and seize on new opportunities and partnerships. WBDC is viewed as a specialist in business and economic policy across the state and is regularly called upon by members of the legislature and governor. Knowledge of the workings of municipal, state, and federal government and public policy, along with experience with government grants, will be essential to the incoming leader's success in the first 6+ months.

The Director of Development will lead a team of three, including a Development Manager, Development/Marketing Assistant, and Grant Writer Consultant. Additionally, this incoming leader will manage vendor relations to include a long-time event fundraising consultant. WBDC's current budget is close to \$4M, and its revenue is primarily comprised of federal and state grants, event earnings and sponsorships, and individual donations. This role will work to diversify WBDC's portfolio, focusing on areas of opportunity for the organization such as building out an individual giving program. This will require performing research and outreach to initiate and then cultivate new relationships, networks, and partnerships.

### **RESPONSIBILITIES:**

The Director of Development is an integral member of WBDC's leadership team and oversees all fundraising and development functions for the organization to include a diverse portfolio of revenue sources. This leader works closely with the CFO to ensure funding is identified and applied across organizational functions, and with the program team to ensure programmatic commitments are achieved. This individual works closely with the Board and the Board Development Committee to fundraise and educate the community about WBDC's work and impact across the state of Connecticut.

In addition to serving as the development and fundraising expert, this role will guide, motivate, and lead a cohesive and high-functioning development team, creating and improving processes along the way and ensuring each team member understands their impact on the organization's mission.

Responsibilities of this role include:

- Overseeing all development efforts and partnering with senior management team members to ensure that overall organizational health and initiatives are prioritized.
- Leading special fundraising projects and events; most pertinent: WBDC's upcoming 25<sup>th</sup> anniversary.
- Establishing fundraising/revenue generation goals tied to the organization's strategic plan.
- Directing innovative high-level fundraising efforts that enable the organization to raise significant gifts from new and existing prospects and donors.
- Building out an individual giving program.



- Leading a team of highly qualified development professionals and working to establish a donor-centric culture throughout the organization.
- Managing day-to-day development operations and tracking the progress of critical fundraising, grant writing, event planning, and donor relation advancements.
- Building on key external relations strategies, including relationship-building and communication efforts targeted towards individual, foundation, corporate, and government stakeholders.
- Identifying and addressing areas of development improvement and needs by implementing strategic plans and programs.

### **QUALIFICATIONS:**

WBDC is looking for a multifaceted, independent, driven, and passionate Director of Development who can diversify the organization's revenue and position its budget for growth. The ideal candidate will be a great communicator and strategist, leveraging an entrepreneurial spirit to research, reach out to, and cultivate new relationships with new partners on behalf of the organization. Some of the qualifications for this role include:

- Bachelor's degree or equivalent development experience.
- 5+ years of leadership experience, holding progressively responsible positions in development, fundraising, sales, marketing, and/or communications.
- 8+ years of development experience.
- Knowledge of the workings of government, public policy, and government grants.
- Advanced proficiency with moves management processes and donor prospecting.
- Proven track record of creating, managing and implementing a strategic and comprehensive fund development program.
- Experience with development office functions (i.e., gift processing, prospect research, reporting, analytics, database management, etc.).
- Demonstrated success in individual giving, annual funds, corporate, foundation, and grant-writing.
- A capacity to formulate both traditional and innovative fundraising strategies.
- Successful record of soliciting corporate, foundation, and individual major gifts; building and cultivating relationships; and utilizing a strong network of contacts.
- Willingness to travel locally, regionally, and on rare occasions nationally following COVID-19 safety protocols.
- Proficiency with Microsoft Office Suite (e.g., Word, PowerPoint, Excel, Outlook, SharePoint, etc.) and virtual meeting platforms such as Microsoft Teams, SharePoint, and Zoom.
- Proficiency with eTapestry a plus.

### **COMPENSATION AND BENEFITS:**

This wonderful opportunity offers the ability to make significant impact leading WBDC's development efforts and driving its mission to support women entrepreneurs!



In addition to a competitive base salary between \$120,000 to \$130,000, WBDC offers bonus potential based on goal achievement and organizational performance. WBDC also offers a competitive benefits package including health, dental, and vision insurance; 15 days of paid time off (PTO) to start; after one year of employment, an additional 5 days of PTO and an additional paid week off during the winter holidays; 16 paid holidays; the opportunity to contribute to a 401(k) retirement plan; life and long-term disability insurance; the option to work a compressed week (e.g., half-days on Fridays); and more in a supportive and flexible working environment.

This is an opportunity and mission that will inspire you daily!

### **APPLICATIONS AND NOMINATIONS:**

The Women's Business Development Council (WBDC) has retained the services of Scion Executive Search, a national executive search firm specializing in recruitment for mission-driven organizations, to assist in conducting this important search. For immediate consideration please apply with your resume and cover letter formatted in Microsoft Word via: <http://www.scionstaffing.com/job/8063>

Please address applications to:

Rebecca Lerol, Executive Search Principal  
Scion Executive Search

Review of applications, nominations, and expressions of interest will begin immediately and continue a confidential basis until an appointment is made.

The Women's Business Development Council (WBDC) is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

### **ABOUT OUR FIRM:**

Scion Executive Search is a national, award-winning executive search firm. Since 2006, we have successfully placed hundreds of exceptional leaders with incredible mission-driven organizations. Our track record and recruitment process has made us one of the top recruitment firms in the nation.

We are proud to be part of the *Forbes* lists of the Best Executive Search Firms and the Best Recruitment Firms in America. We have also been recognized as a recruitment leader by ClearlyRated, as well as named a top recruitment firm by *The Business Times* for more than ten years running; additional information about Scion Executive Search can be found [online](#).



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