



Women's Business Development Council

Director of Development

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Director of Development.

The 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 report to and closely partner with the CEO to strengthen relationships with external stakeholders and donors across the state. 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.

WBDC is currently operating in a hybrid model. This position will be based in WBDC's Stamford office and will support our work across the state. Travel to our offices in Stamford, New Haven or New London, as well as other locations across Connecticut will be required on a regular basis. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The salary range for the role is \$120,000 to \$130,000 plus benefits.

Duties and Responsibilities

The 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. 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.

The Director of Development will lead a team of three, including a Development Manager, Development Assistant, and Grant Writer. Additionally, this leader will manage vendor relations to include a long-time event fundraising consultant. WBDC's current budget is over \$4M, and its revenue is primarily comprised of federal and state grants, event earnings and sponsorships, foundation and corporate grants, 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.

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.

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
- 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
- Special projects as needed
- Perform other duties as required

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
- 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.
- Passion for supporting women entrepreneurs and small business owners
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 16,670 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 12,500 businesses, create and maintain over 25,880 jobs in Connecticut, and access more than \$28.7 million in capital. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC DIRECTOR OF DEVELOPMENT in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.