Job Opening

SkillsUSA is seeking a senior development professional to lead its philanthropic principles, campaigns and strategies while guiding and motivating a fundraising team of three to achieve excellence in annual development goals. If you have a passion for mission-driven work in the nonprofit, educational arena, we’d love to learn more about you and your professional background.

Overview, Values and Fact Sheet
You can learn more about SkillsUSA and its core values by visiting www.skillsusa.org. To review SkillsUSA’s formal Fact Sheet, click here.

Benefits
SkillsUSA offers a dynamic and comprehensive benefits package that includes:

• Paid time off (holidays, vacation and sick leave).
• Medical with Flexible Spending Account options.
• Dental.
• Vision.
• Employer-paid disability and life insurance.
• Pension with 100% vesting at commencement.
• Aflac.
• Flexible work schedule.
• Extended holiday break.
• Office facility with a serene and picturesque landscape.
• Opportunity for remote-based employment.

Position Description
Business hours are typically 8:30 a.m. – 5 p.m., Monday - Friday, but are flexible. This position is more about completing tasks and objectives with a high level of responsiveness than following a pre-determined set of work hours. Although we promote work life balance, there are times throughout the year when the need to work additional hours on evenings and weekends in support of programs and services is required.

Key Responsibilities
Primary responsibilities include, but aren’t limited to, the following:
• Strategic planning and execution.
• Fundraising and partnership relations management.
• Budget and finance.
• Reporting and analysis.
• Collaboration—externally as well as internally with senior leadership peers.
Knowledge, Attributes and Proficiencies

- **Impeccable Integrity**
  This position must excel in fundraising ethics and ensure the organization holds its donor and partner interests’ primary over that of the organization and/or its individuals.

- **Good Listener/Motivator**
  Being an active listener is key to donor and partner relations. The ability to quickly and creatively extract donor interests from conversations while persuasively explaining the organization’s mission is critical. This position requires someone with a strong belief in and commitment to SkillsUSA’s mission and vision—someone who can ignite a fire within its team around all current and potential partnerships.

- **Love for the Work/Perseverance**
  The ideal candidate must enjoy “making the ask” and establishing a solid investment in every partner connection regardless of cash value and/or levels of support. This role will require time outside of the traditional 9 a.m. – 5 p.m. to organize work and communications and execute strategy.

- **Communication/Poise**
  This role requires excellent communication skills in both verbal and written forms. The ideal candidate must possess the interpersonal skills and poise to engage with current and prospective donors at the A, B and C levels within the business environment.

- **Technology**
  Besides a strong working knowledge in a CRM such Raiser's Edge (Blackbaud environment preferred), the ideal candidate must have experience with the Microsoft Office product suite, Outlook calendar management, expense reporting software and video conferencing platforms such as Zoom and Microsoft Teams. The ability to embrace and learn new technology quickly is also an absolute must.

Professional Background

- **Education**
  - A Bachelor’s Degree or equivalent work experience.

- **Experience**
  - A minimum of seven years of fundraising experience, preferably with significant major gifts experience. Related experience in sales, marketing or client development is also acceptable, especially if coupled with development experience.
  - Familiarity with nonprofit CRM software, donor databases and other fundraising technology.
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Professional Background
• Experience—continued
  o Prior experience managing a team of high-performing development officers; a “player-coach” management style with the ability to use data to guide strategy and motivate staff.
  o Past experience soliciting and securing six- and seven-figure gifts and/or client engagements; strong ability to establish, steward and grow relationships with donors and/or clients.
  o The ability to deliver results while giving and receiving feedback in a constructive manner; the skills to present information succinctly to senior staff and board committees.
  o Ability and willingness to travel.

Application Instructions
To apply for this position, please submit your resume and cover letter in PDF format only to the following link: director of development. This posting will be active until the position is filled.

Full Job Description
Click here to view the detailed job description for this critical role.