



## **Director of Fundraising**

*a full-time position*

The Director of Fundraising will work with the Marketing Team to coordinate F5 Project's fundraising and engagement events. The Director of Fundraising will create and implement individual giving programs, engage with donors and assist in other funding programs that advance and support the mission and services of F5 Project.

A successful applicant will build lasting relationships with existing donors and keep them informed on how their financial support is making a difference in the lives of the individuals.

### **Overview of Responsibilities:**

- Collaborate with Chief Marketing Officer and CEO to create and implement a fundraising and giving plan for corporate, foundation and individual donors and sponsors
- Execute upon fundraising and giving plans to obtain financial support from corporate, foundation and individual donors and sponsors
- Collaborate with the marketing team to develop a digital fundraising strategy
- Collaborate with a network to identify and build relationships with potential new donors
- Maintain an active relationships with existing donors
- Manage prospect list for donors giving in the \$250 - \$25,000 range
- Manage event fundraising alongside the Event Coordinator including
  - Assisting in event budget creation to ensure fundraising goals are met
  - Coordinating and tracking event ticket sales, event sponsorships, fundraising auctions and other activities for events
  - Work alongside the Event Coordinator and Operations Team to track event budgets and create event budget reconciliations
- Represent F5 Project at community functions and events
- Edit and submit sponsorship opportunities and grant applications as needed
- Assist with other development activities as needed
- Other duties as assigned

### **Skills, Knowledge and/or Abilities Required:**

- Bachelor's degree, at least three years of experience in fundraising, philanthropy, and/or community management preferred
- Experience in Google Suite (Docs, Gmail, Forms, Sheets, Chat), customer relations experience, and database management software preferred
- Must have pleasant personality, good interpersonal skills, and a professional appearance
- Must have strong organization and communications skills, ability to work independently and as a team player, discretion and good judgment in daily activities
- Experience working in a fast paced office environment with the ability to meet deadlines and anticipate obstacles
- Must maintain strict confidentiality concerning any donor information and business matter surrounding F5 Project



## **Benefits and Culture**

- Unlimited PTO
  - Competitive Health, Dental, and Vision Care
  - 7 Paid Holidays
  - Generous paid parental leave
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## **About F5 Project**

Started by a former inmate in 2016, F5 Project was founded to help individuals struggling with incarceration, mental health and addiction by providing resources and services to help obtain employment, housing, health care, and other basic needs. By empowering individuals to create meaningful change in their lives through support and grace, F5 Project restores purpose for individuals, fosters healing, and rebuilds stronger communities

F5 is an equal opportunity employer and strives for diversity in all jobs at all levels within the organization.

**To Apply:** Send a resume, cover letter and an anticipated salary range to Jeff Vanlaningham at [jeff@f5project.org](mailto:jeff@f5project.org). Please include the "Director of Fundraising" in the email subject line.