

JOB TITLE: DIRECTOR OF DEVELOPMENT AND GRANTS
DEPARTMENT: ADMINISTRATION
REPORTS TO: SENIOR DIRECTOR, STRATEGIC INITIATIVES

CLASSIFICATION: EXEMPT

STARTING SALARY: \$90,000 ANNUALLY

DESCRIPTION

Director of Development and Grants – Full Time – Hybrid

Help us meet the needs of our growing organization and community! TurnAround's mission is to educate, advocate for, and empower all people impacted by intimate partner violence, sexual violence, and human trafficking. We provide direct services and community education throughout Greater Baltimore, guided by our core values of empathy, empowerment, and community.

Summary

Reporting to and in partnership with the Senior Director, the Director of Development and Grants (Director) will spearhead development efforts as TurnAround continues to grow and will oversee the stewardship and compliance of all funding sources. The Director is responsible for ensuring the agency has the resources needed to offer high quality, free direct services to survivors of power-based violence and a wide range of educational programming for communities throughout the Greater Baltimore area. The Director will supervise the Grants Manager and Development Coordinator.

This is a full-time position. While this position is based remotely, in person meetings and events are required primarily in the Central Maryland area at TurnAround's office locations (Towson, Baltimore City, and Columbia, MD) and various donor/funder locations. Some evening and weekend work is required.

JOB RESPONSIBILITIES

- Collaborate with the Senior Director, CEO, and Board of Directors to create and implement a development plan which increases revenue to support the strategic direction of TurnAround.
- Cultivate donor relationships that lead to increased and diversified agency revenue, including individual, corporate, and foundation donors. Lead the creation and implementation of new donor recognition and stewardship activities.
- Spearhead all fundraising events, working with community partners, vendors, other TurnAround staff and Board of Directors to ensure success of events.
- Lead the build out of grants systems and processes to ensure compliance with all funding sources throughout all stages including proposals, receipt/execution, implementation, and close-out.
- Represent the agency and our mission in a professional and positive manner.
- Collaborate across teams internally to understand the needs of our programs and work with the Senior Director to identify resources to meet the needs.
- Collaborate with the communications and marketing team to increase brand awareness and visibility of the agency.
- Supervise the Development Coordinator and Grants Manager, providing supportive and effective coaching and performance management.
- Oversee staff responsible for data entry and grant/gift processing.

SKILLS REQUIRED

- Bachelor's degree in related field; or equivalent combination of experience, education, and training that would provide the level of knowledge and ability necessary to be successful in this position.
- At least 5 years of development experience.
- At least 5 years of management experience.
- 2-3 years of grants experience preferred; knowledge of federal grants strongly preferred.
- Highly self-motivated, able to work independently.
- Highly organized.
- Detail-oriented.
- Excellent communication skills.
- Strong computer skills including comfort with navigating various programs, such as donor databases.
- Desire for professional growth and enthusiasm for the organization's mission and values.

• **Details at a Glance**

- TIME COMMITMENT
- **Full Time Schedule**
- START DATE
- **7/1/24**
- APPLICATION DEADLINE

- 6/15/24
- EDUCATION
- Bachelors level
- EXPERIENCE LEVEL
- Director Level
- SALARY
- Starting Salary - \$90,000
- **Benefits**

- TurnAround provides employees with a comprehensive benefits package to promote balance, wellness, and the professional development of our team, including 9 paid holidays, 15 vacation days, 4 personal days, and sick leave, in addition to paid time off during the agency's winter self-care break - the week between Christmas and New Years - for regular full-time employees; flexible schedule and remote options for many positions; 401K contribution, health insurance, life insurance, Employee Assistance Program, and ongoing opportunities for training and professional development. To learn more about us, visit www.turnaroundinc.org or follow us on social media (Facebook @turnaroundinc, IG @turnaround_inc)!

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

2. Occasional lifting of boxes.
3. Sustained posture in a seated position for prolonged periods of time.
4. Must have valid driver's license and a personal vehicle.

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT:

TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws