



Position Description

Nurture KC

Title: Director of Development

Reports to: Executive Director

Basic Function: This position is responsible for the development and implementation of fundraising strategies for Nurture KC. The Development Director will design and implement a comprehensive fundraising program that includes: grant writing, organizational membership, and corporate giving.

Major Duties and Responsibilities:

- Serve as the primary grant writer/manager, including identification of funders and have responsibility for grant reporting.
- Develop and nurture relationships with funding entities as well as current and potential partner organizations and major donors.
- Develop and implement a Nurture KC development plan in coordination with Executive Director
- Implement the annual membership drive
- Manage donor database

Job Qualifications:

- Bachelor's degree in related field
- Five years' experience in grant writing, fund development
- Experience with federal government grants
- Proven record of successful grant funding and annual campaign fundraising
- Experience in non-profit public relations and marketing
- Excellent working knowledge of development techniques including but not limited to annual giving and corporate solicitation
- Excellent written and oral communications skills
- Established relationships, knowledge and understanding of Kansas City's giving community as well as the states of Missouri and Kansas

This is a full-time, exempt position with business hours of 8:30 a.m. – 5 p.m. Monday through Friday. Nurture KC has a hybrid work model with three days in the office and two days from home. The salary range is commensurate with experience ranging from \$55,000 - \$65,000 annually.

Interested candidates should submit a cover letter and resume to info@NurtureKC.org.

****Employee health insurance premium is paid by the organization****

Nurture KC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.