



## JOB DESCRIPTION

### DIRECTOR OF DEVELOPMENT

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<b>Title:</b>	Director of Development
<b>Reports to:</b>	Executive Director
<b>FLSA Classification:</b>	Exempt   Full-time
<b>Estimated Rate of Pay:</b>	\$90-100K
<b>Supervises:</b>	Donor Engagement Manager
<b>Created/Updated:</b>	10/30/2025
<b>To Apply:</b>	Email cover letter and resume in PDF format to <a href="mailto:jobs@mizell.org">jobs@mizell.org</a>

#### POSITION OVERVIEW

The Director of Development serves as the primary philanthropic leader of Mizell Center, overseeing all fundraising activities including individual giving, corporate and foundation support, and events-based fundraising. The Director will collaborate closely with the Executive Director, senior leadership, and the Board of Directors to design and execute comprehensive development strategies that advance Mizell's mission and ensure its long-term financial sustainability.

The Director also plays a key role in cultivating a culture of philanthropy within the organization, fostering engagement across board, staff, and volunteers. This position supervises the Donor Engagement Manager and works collaboratively with communications and program staff to strengthen Mizell's visibility and donor relationships.

#### PRIMARY DUTIES AND RESPONSIBILITIES

##### Strategic Leadership & Planning

- Develop, implement, and evaluate Mizell's annual and long-range fundraising strategy across all revenue streams: individuals, corporations, foundations, and special events.
- Partner with the Executive Director and Director of Finance to establish annual development goals and revenue projections.
- Lead the development and implementation of a comprehensive stewardship plan to ensure donor satisfaction, engagement, and retention.
- Collaborate with leadership and the Board to align fundraising priorities with organizational goals and strategic initiatives.

##### Donor & Prospect Management

- Oversee cultivation, solicitation, and stewardship of major and planned gifts, ensuring personalized strategies for high-value donors.
- Supervise the Donor Engagement Manager and guide execution of annual giving, major donor relations, and corporate sponsorships.

- Maintain a personal portfolio of major donors and prospects, managing all aspects of relationship building and solicitation.
- Develop and implement a proactive legacy and planned giving program to encourage bequests and long-term support.
- Partner with the Executive Director to ensure consistent donor messaging and branding across all materials.

#### **Corporate, Foundation & Business Support**

- Oversee grant strategy, research, writing, and reporting for foundation and corporate support.
- Collaborate with the Marketing & Communications Manager in the growth of the Business Partners Program, ensuring strong relationships and meaningful recognition for participating organizations.
- Identify and pursue new partnership and sponsorship opportunities to increase organizational revenue and visibility.

#### **Special Events & Campaigns**

- Provide leadership for all fundraising events, including Mizell's annual gala, donor receptions, and community engagement activities.
- Oversee event planning, sponsorship outreach, and post-event stewardship to ensure both fundraising and relationship-building goals are met.
- Support or lead any special or capital campaign efforts as identified by Mizell leadership.

#### **Leadership, Collaboration & Administration**

- Supervise and mentor the Donor Engagement Manager, volunteers, and other development staff as assigned.
- Partner with program and operations teams to identify funding priorities and articulate clear cases for support.
- Prepare and present regular fundraising reports and analysis for the Executive Director and Board of Directors.
- Ensure the effective use of DonorPerfect CRM and maintain accurate records of gifts, prospects, and donor engagement.
- Promote teamwork, accountability, and a positive culture of philanthropy across all levels of the organization.

#### **SUCCESS INDICATORS**

- Achievement of annual fundraising goals across all giving streams.
- Growth in major donor, planned giving, and business partner portfolios.
- Increased donor retention and year-over-year giving levels.
- Successful implementation and measurable growth of Mizell's legacy giving program.
- Effective supervision and professional development of the Donor Engagement Manager.
- Positive feedback from donors, board members, and community partners.
- Consistent, timely, and accurate reporting of development activity.
- Demonstrated collaboration across departments and contribution to Mizell's overall culture of philanthropy.

## **POSITION REQUIREMENTS**

- 6+ years of progressively responsible experience in fundraising, with a proven record of securing individual, corporate, and foundation gifts.
- 3+ years of leadership or supervisory experience.
- Demonstrated success managing development strategy, donor pipelines, and fundraising events.
- Proven experience in legacy and planned giving program development and donor stewardship.
- Strong relationship-building and communication skills, with the ability to engage donors, board members, and community partners.
- Experience with capital or comprehensive campaigns preferred.
- Proficiency in Microsoft Office and fundraising database systems (DonorPerfect preferred).
- Strong organizational and analytical skills; ability to manage multiple priorities and meet deadlines.
- Knowledge of the Coachella Valley philanthropic community a plus.
- Commitment to Mizell Center's mission and values.
- Valid CA driver's license and successful background check required.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Mizell Center provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, veteran status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status or any status as defined by local, state and federal law.

## **CLASSIFICATION, SCHEDULE AND TRAVEL.**

Classification is exempt, full-time. Schedule is generally Monday through Friday with evening and weekend hours as needed for meetings and events. Local and regional travel may be required for donor engagement and attending events.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This position operates in a professional office environment and senior community center that is accessible to the public. This role routinely utilizes standard office equipment, including computers, phones, photocopiers, and filing cabinets, among others. While performing the duties of this job, the employee is regularly required to stand, walk, and sit, as well as hand, arm, and finger dexterity to operate computer keyboard or other office equipment. Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate in person or over the phone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **HOW TO APPLY**

To apply, please submit your cover letter and resume to [jobs@mizell.org](mailto:jobs@mizell.org) or in person at Mizell's lobby desk during business hours. Please note that Mizell is unable to acknowledge receipt of each application. Should your background and experience align with the opportunity, you will be contacted.