

Development Director

Part-Time, Exempt



Stomping Ground Comedy's Development Director should be a highly motivated individual excited to grow a young nonprofit organization in a positive and professional environment. They work under the direction of the Executive Director.

Schedule: This position requires approx. 10 hours per week with the majority of the time being remote.

Stomping Ground Mission: Stomping Ground educates, entertains, and empowers the community – connecting people through comedy. And we won't stop till everybody's laughing.

Development Director Mission: This position directly serves the greater mission of Stomping Ground by securing and managing sponsorships, individual donations, and grants. The Director of Development also oversees fundraisers and special events that build the donor base and community. The Director of Development builds and maintains a pipeline of prospective donors and corporate sponsors and develops ways to engage the community in giving back to our mission.

Qualifications:

- Experience working in fundraising, grant management
- Ability to work autonomously
- College Degree in Non-Profit Mgmt, Public Affairs, Business, or Communications is preferred but not required.
- Outstanding written and verbal communication skills
- Grant-writing experience a plus

Responsibilities:

General:

- Oversee all fundraising; including but not limited to grants, fundraising drives, sponsorships, and special events.
- Create and maintain fundraising and donor management strategy including donor retention.
- Conduct research and analysis to identify potential donors, corporations, and foundations aligned with the organization's mission and goals; includes international, national, state-level, and local opportunities.
- Work with Bookkeeper to ensure proper financial accounting, reporting, and auditing for all fundraising and grants.
- Work with Executive Director and relevant Department Heads to ensure grants and sponsorships are implemented and carried out effectively; includes managing site visits by external agencies.
- Manage contract requirements including maintenance of grant records, reporting, data collection; ensure compliance with organizational and IRS regulations; serve as liaison to the grantor/agency officer as warranted.
- Create and maintain Grant Calendar. Organize data for budget tracking.
- Seek opportunities for state and local grants; attend informative webinars and conference calls relevant to potential grants. Create and maintain positive relationships with local agencies and grant providers.
- Meet or exceed annual fundraising goals including donor retention.
- Provide monthly donor transactional statements to Executive Director (subject to process change).
- Maintain grant compliance and required reporting for awarded grants; attend grant program meetings.
- Work with Marketing Director to create and/or maintain decks for sponsorships and partnerships.
- Ensure seamless connection between donor management and accounting systems.
- Work with Executive Director to create the Stomping Ground Annual Report to the Community.
- Work with Marketing Director to create promotional materials for fundraising as needed.

Other:

- Manage direct reports (volunteers and interns)
- Serve as a Brand Ambassador for Stomping Ground, promoting and representing the brand at all times

Compensation:

\$8,000 per year plus eligibility for performance-based bonuses based on exceeding mutually agreed upon fundraising goals.

Apply at stompinggroundcomedy.org/join-our-team.