

THE PITTSBURGH PROJECT  
Director of Development – Position Description

The Pittsburgh Project is a nonprofit community development organization with a 24-year track record of developing leaders and serving the city's most vulnerable residents. Our year round staff of 60 operates a progressive series of afterschool and summer programs for 400 urban young people, deploys over 2800 people annually to perform free home repairs for Pittsburgh's in-need elderly homeowners, and spearheads economic development and job training efforts in our Pittsburgh neighborhood.

We are seeking an individual who is passionate about rebuilding and renewing Pittsburgh through service to others. This new position will work closely with the Executive Director to create and implement a structured fundraising plan that aligns with the organization's purpose and increases its overall financial sustainability.

## QUALIFICATIONS

### **1. Personal**

- A commitment to following Christ in all dimensions of his/her private and public life
- A commitment to affirming the vision and purpose of The Pittsburgh Project (TPP)
- A commitment to serving on a team and nurturing all relationships
- A hospitable and welcoming spirit

### **2. Professional**

- Graduate degree in a related field is preferred.
- Minimum three-five years of senior development experience and donor development with knowledge of the southwestern Pennsylvania philanthropic community.
- Proven track record of creating and implementing Annual Giving campaigns, cultivating new donors, corporate solicitations, planned giving and special events.
- Experience writing and managing grants for foundations and government entities.
- Ability to work independently and take initiative to see projects and tasks through to completion.
- Demonstrated ability to supervise and manage individuals and teams with a positive, servant leadership heart and achieve outcomes within a team framework.
- Strong written and oral communication skills, professional presence, and ability to juggle a multitude of tasks at once.
- Proficiency in Microsoft Word and Excel, and DonorPro desired.

## RESPONSIBILITIES

- Support the Executive Director in seeking and securing funding.
- Supervise and manage development team members.
- Design and implement a structured fundraising program as an aspect of The Pittsburgh Project's strategic plan and financial sustainability goals.
- Work collaboratively with all staff members to identify avenues of financial support for program and capital needs.
- Develop strategies for and coordinate all fundraising activities based on the vision and goals of The Pittsburgh Project.

- Support programs through annual giving, grant writing, major donor solicitation, corporate solicitations and special events.
- Manage all donor solicitation, cultivation, recognition and stewardship activities.
- Develop annual budget for revenue & expenses of the Organizational Development Team.

#### STATUS

Salaried with full benefits

#### ACCOUNTABILITY

This individual will be accountable to

- Executive Director
- Board of Directors

TO APPLY: Interested candidates should send a cover letter and resume to Ms. Kim Carter, Director of Operations via e-mail at [kcarter@pittsburghproject.org](mailto:kcarter@pittsburghproject.org) or hard copy to 2801 North Charles Street, Pittsburgh, PA 15214. Applications will be accepted until the position is filled.