



JOB DESCRIPTION

TITLE: Director of Development, Northeast Region **DATE:** September 2018

DEPARTMENT: Development

SUPERVISOR: Sr. Director of
Development

FLSA Classification: Exempt

In a crowded military charity landscape, the Marine Corps Scholarship Foundation stands apart from its competitors as the Nation's oldest and largest provider of need-based scholarships to military children.

Since 1962, the Scholarship Foundation has never turned away a qualified student. Like the Marine Corps, we are committed to leaving no Marine child behind. In our 55 years, we have awarded over 40,000 scholarships valued at more than \$120,000,000. In the 2017-18 academic year, the Scholarship Foundation awarded scholarships to over 2,300 students.

The Scholarship Foundation is in search of a dedicated, revenue-generating performer with a passion for our military and education to join our team as a regional Director of Development, Northeast. The Director will be responsible for major gift fundraising efforts in the northeast region of the U.S. This position can be remotely located in the region being served or based at the office in Alexandria, VA.

Accountable for:

- **Revenue** – Conduct 24 successful strategic solicitations and secure at least \$1 million in major gift (\$25,000+) contributions annually with appropriate quarterly benchmarks established for geographic region and related activities
- **Investor Relations** – Maintain and establish relationships with current and new investors by making a minimum 12-16 visits per month

Responsible for:

- **Prospect Management** – Maintain a portfolio of approximately 150 active prospects in major gifts pipeline. Utilize Raiser's Edge CRM database to prioritize asks, which will feed into a weekly gift table and calendar report to the Director of Development

- **New and Existing Growth** – Cultivate and increase our major gifts donor base in the Northeast Region through networking, face-to-face meetings, and substantive phone conversations
- **Collaboration with Events** – Work with internal events staff, external event consultants, and Northeast Region committee chairs to garner major gift prospects and maintain current investor involvement
- **Performance Metrics** – Utilize Raiser’s Edge to manage, track, and report on all activities related to identification, qualification, cultivation, solicitation; and prospect meetings, gifts, pledges
- **Proposals and Agreements** – Utilize prescribed proposals and agreements to confirm and close gifts and pledges. Documents presented to investors must be approved by the Director of Development and other leadership as needed
- **Organizational Representation** – Adhere to the Marine Corps Scholarship Foundation core values and commitments
- **Team Meetings** – Participate in all development team phone-calls/Web-Ex presentations (at least bi-weekly) and in-person team gatherings in Virginia (at least four times/year)

Requirements include:

- Must possess at least 5+ years of experience in non-profit development or the equivalent outside face-to-face sales experience with proven revenue results
- Ability to communicate and establish a positive rapport with key C-level executives, experienced philanthropists, charitable foundations, corporations, and senior-level individuals
- Ability to travel 50-60% of time
- Remote employees will be available to work during regular business hours (9 am – 5 pm EST), as well as some evenings and weekends as necessary
- Demonstrated ability to be an effective communicator; can work independently and embrace collaboration, teamwork, and flexible thinking
- Effective and experienced writer that is able to articulate/confirm investor conversations in proposals and agreements as needed
- Experience with Raiser’s Edge and/or customer tracking database
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Bachelor’s degree required
- Experience in and exposure to the Marine Corps/military service, and a demonstrated passion for serving Marine Corps families strongly preferred

The Scholarship Foundation offers a competitive salary, bonus, and a comprehensive benefits package including: health insurance, paid time off, paid holidays, an attractive 403(b) plan, education reimbursement and more. Please visit <http://www.mcsf.org> for more information about the organization.

If you would like to apply for the position, please send your resume and salary requirements to: employment@mcsf.org.