



## DEVELOPMENT DIRECTOR

**About the Organization:** Building One Community ("B1C") is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C's mission is to advance the successful integration of immigrants and their families

**Key Responsibilities:** The Development Director will collaborate closely with the Executive Director, Board of Directors and staff to drive innovative development strategies, foster collaborative partnerships, and oversee a talented team to support our organization's mission and financial sustainability. This full-time exempt position reports to the Executive Director and allows for a hybrid work schedule of three days in the office and two days of remote work. Occasional night & weekend hours required.

**Primary responsibilities include:**

- **Development Strategy:** Set vision and goals for development, spearheading the creation and execution of strategies to diversify funding sources and stimulate growth with a special focus on major gifts, government funding and planned giving as growing sources of revenue.
- **Team Leadership:** Lead a dynamic team responsible for executing our fundraising strategy, encompassing individual giving, grant acquisition, corporate partnerships, and events.
- **Data-Driven Efficiency:** Cultivate a data-driven decision-making culture, optimizing internal processes and leveraging tools like Donor Perfect and iWave for efficient fundraising. Establish a structured approach to reporting and research to inform strategic donor cultivation efforts.
- **Collaboration and Communication:** Collaborate closely with the Executive Director, Board of Directors, and Management Team to align development efforts with organizational objectives. Serve as the primary liaison for Board Fundraising Strategy Committee and Special Events Committee, offering guidance to staff and Board members on donor engagement and major gift solicitation. Effectively communicate B1C's mission to attract new donors and funding sources.
- **Financial Oversight and Forecasting:** Provide regular revenue forecasts and partner with Finance on the annual budget process. Proactively identify revenue risks and pursue new funding opportunities to ensure alignment with operational goals.

**Experience and Qualifications include:**

- Minimum 5 years of experience in nonprofit fundraising or business development, preferably in leadership roles
- Proven track record in individual giving, major gifts, grants, and fundraising strategy
- Excellent verbal and written communications skills, including an ease with public speaking
- Detail-oriented, with strong time management skills and ability to work independently

- Strong interpersonal skills with the ability to work with a wide variety of stakeholders
- Ability to develop and manage fundraising budgets
- Experience in leading and motivating teams
- Knowledge of DonorPerfect and iWave platforms a plus
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds; commitment to B1C's mission and goals

To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*