

Director of Development

Are you looking for the right opportunity to put your development and fundraising skills to work for a cause you feel passionate about? Come join our fabulous team of individuals dedicated to helping those experiencing poverty, food insecurity, and homelessness in Kansas City, KS. You'll be working for a well-established and respected nonprofit and be part of a collaborative team of other professionals dedicated to making change in our community.

Cross-Lines was established in 1963 as a “place of hope” for those struggling with the hardships of poverty. We are a safety net for our community and provide direct assistance to families, the elderly, and individuals working to make ends meet.

Job Purpose:

The Director of Development reports to the Executive Director and is responsible for the planning and implementation of fundraising and development strategies that will ensure funding is available to the organization for services, programs and operations. This position also oversees the planning and implementation of marketing directives. The Director of Development works collaboratively with other senior management team members, the Development Committee, the Board of Directors, and the Communications & Development Manager to identify, develop, and communicate fundraising and strategic goals.

The key responsibilities include:

- Participate with the Executive Director, Board of Directors, and other management staff in charting the direction of Cross-Lines, assuring accountability to all constituencies.
- Prepare and execute an annual fundraising plan with diverse funding sources. It will include both restricted and unrestricted funds to support the budget of the organization.
- Supervise, support, and collaborate with the Communications & Development Manager.
- Maintain and grow positive donor relationships through meetings, networking, correspondence, etc. that will result in increased funding and participation in sponsorships or attendance at special events.
- Develop and implement a fundraising strategy that will support the programs, services and operations of the organization.
- Research and prepare grant proposals in accordance with the funder’s giving policies, guidelines, and criteria. Manage grants and grant reports to be certain report deadlines are met.

Expectations of Employee:

- Belief in the mission of Cross-Lines and has a passion for serving individuals experiencing poverty.
- Adherence to all organizational policies and procedures.
- Customer-service focused, positive attitude, and the ability to deal tactfully and effectively with the public.
- Regular communication with all departments, other leadership team members, and the Executive Director.
- Demonstrated flexible and efficient time management and ability to prioritize workload.
- Participation in meetings with other Cross-Lines personnel and willingness to share ideas and suggestions designed to improve working conditions and the organization's ability to meet its development objectives.
- Flexibility and a willingness and enthusiasm for a continued state of learning.

- Effective at speaking to individuals and groups.
- Ability to work effectively as part of a strong team.

Job Qualifications:

- Bachelor's degree and/or equivalent experience
- Demonstrated success in developing and maintaining donor relationships, successfully raising funds through a variety of means, including but not limited to, special events, annual appeals, grants from foundations and corporations, personal visits and asks.
- Three to five years active non-profit work experience with at least three years in the development area.
- Demonstrated success in grant writing and grant reporting.
- Proficient with a fundraising database such as [Bloomerang](#), proficiency with Microsoft Office, and Canva (preferred).
- Ability and interest in researching and proposing new fundraising strategies, and ideas.
- Background and knowledge of Greater Kansas City metropolitan area preferred.

Time Required:

This is a full-time position with a typical Monday through Friday work schedule. After hours and weekends are occasionally required for special events.

Salary Range and Benefits

The salary range for this is \$55,000 to \$68,000.

There are numerous benefits including fully paid employer-provided health insurance, vacation and holidays, as well as an employer-match for retirement benefits.

Cross-Lines is a flexible workplace with a supportive, family-friendly work environment.

At Cross-Lines, we embrace diversity and equity. Cross-Lines is committed to a culture of inclusion and a culture that values differences. We are committed to building a team with a variety of backgrounds, experiences, and views. Cross-Lines is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, gender expression, sexual orientation, national origin, age, disability, veteran status or any other legally protected status.

To apply: Please send resume and cover letter to Susila Jones; Susila@cross-lines.org