



**UrbanPromise**  
CHARLOTTE

## **Development Director** Job Description

### **About UrbanPromise Charlotte**

Our mission at UrbanPromise is to provide Charlotte's children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. Our vision is three-fold: **Reach a Child, Raise a Leader, Restore Community**. UrbanPromise reaches younger children through afterschool and summer programs and raises high school leaders (called "StreetLeaders") who are employed as mentors and counselors in these programs. Our ultimate goal is to raise a new generation of indigenous Christian leaders that is determined to make Charlotte a fully integrated city where social, spiritual, and economic capital flow between neighborhoods.

### **Development Director Position**

UrbanPromise Charlotte invites passionate and experienced leaders to apply for the full-time **Development Director** position. The Development Director will plan, execute, and lead UrbanPromise's fund development efforts. Working closely with UrbanPromise's Executive Director, the Development Director will have responsibilities ranging from project management and donor relations to major donor and foundation work.

As a member of the leadership team of UrbanPromise, the Development Director must have the ability to communicate the UrbanPromise mission (in written and oral communication) with passion and clarity such that donors and other stakeholders are inspired to support our students and StreetLeaders.

### **Essential Job Functions**

Responsibilities of the Development Director include but are not limited to:

#### **Fund Development Planning:**

- ▶ Set and track organization fundraising goals.
- ▶ Partner with Executive Director and Board in creating and executing fund development calendar.

#### **Donor Relations:**

- ▶ Manage UrbanPromise's donor management system (Bloomerang) and process/acknowledge donations.
- ▶ Set-up and attend meetings, and lead selected meetings and relationships.
- ▶ Identify and cultivate new individual donors.

#### **Grants and Foundation/Corporate Relations:**

- ▶ Take responsibility for most grant-writing and reporting.
- ▶ Attend most foundation meetings and lead selected relationships.
- ▶ Research, identify, and cultivate new foundation/corporate funding sources.

#### **Communications and Event/Project Management:**

- ▶ Draft compelling newsletters, cases for support, and other development materials that reflect the ongoing impact of UrbanPromise programs to donors.
- ▶ Manage UrbanPromise's social media presence.
- ▶ Coordinate major development initiatives and events, including Year End Campaign.

## Qualifications

### Experience:

- ▶ Experience managing successful projects involving attention to details and precise planning
- ▶ Demonstrated strength in strategic communication
- ▶ Experience in Development highly preferred

### Skills:

- ▶ Superb organization, detail-orientation, project management, and execution skills
- ▶ Exceptional written communication ability
- ▶ Strong oral communication and presence
- ▶ Strong work ethic, with the initiative to work independently and to take ownership for critical projects
- ▶ Ability to analyze data and respond accordingly

### Approach to Work:

- ▶ Strong belief in and deep commitment to the UrbanPromise mission
- ▶ High level of personal responsibility and organization
- ▶ Strong mindset of service to others
- ▶ History of demonstrated leadership and strong personal character
- ▶ Exceptional customer service ethic
- ▶ Ability to operate effectively, and with a sense of possibility, in a fast-paced environment
- ▶ Team player: maturity, humility, strong work-ethic, sense of humor, and a willingness to respond positively to feedback
- ▶ Interested in and motivated by working at a young organization, which requires a unique sense of flexibility and humility in addition to strong planning

### Other Requirements:

- ▶ Willing and able to occasionally work on evenings

### Education:

- ▶ Bachelor's degree required

## Salary and Benefits

- ▶ Salary for this position is competitive and depends on prior experience. Benefits include paid time off, medical coverage, and matching retirement contributions up to 3% of your salary.

## How to Apply

In order to be considered for the Development Director position, please send the following items to our Executive Director ([jimmy@urbanpromisecharlotte.org](mailto:jimmy@urbanpromisecharlotte.org)) by **June 28th**:

- Resume
- Short Answers — answers to the short answer questions listed below.
- Writing sample — a past writing sample that you feel showcases your ability to communicate passionately, clearly, and effectively. A variety of samples could be used (i.e. a past grant application, blog post, newsletter editorial, etc.). Make sure to choose a sample that you feel best captures your effectiveness as a writer.

### **Short Answer Questions:**

1. Please write a brief narrative of your Christian experience. Include people and circumstances that have influenced your faith, how you express your faith in day to day life, and why you want to work with UrbanPromise Charlotte.
2. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
3. What past experiences make you uniquely qualified for the Development Director role at UrbanPromise?

### **Anticipated Timeline**

The Development Director position has an anticipated start date of mid-July 2017.

### **More About UrbanPromise Charlotte**

UrbanPromise Charlotte was established in 2013 with the purpose of providing Charlotte's low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. We strive to fulfill this mission by reaching younger children through afterschool and summer programs and by raising high school leaders ("StreetLeaders") who are employed as mentors and counselors for the children who attend these programs.

Since our inception in 2013, UrbanPromise has operated our AfterSchool Programs, Summer Camps, and StreetLeader Program with tremendous success. 100% of our 2015 and 2016 senior StreetLeader classes graduated high school on-time and received college acceptance. Most will become the first member of their families to graduate college. During our six-week summer programs the past three years, UrbanPromise elementary students made an average of three months of reading growth

During the the 2016-2017 academic year, UrbanPromise Charlotte will serve 215 children and youth at two neighborhood sites in two of Charlotte's lowest-income neighborhoods in west and southwest Charlotte. In the fall of 2017, UrbanPromise plans to expand programming to a third neighborhood site in east Charlotte.

UrbanPromise Charlotte is the ninth and newest UrbanPromise affiliate site. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.