

## **Development Director**

*Florida Keys History and Discovery Foundation*

### **Position Summary:**

The **Florida Keys History and Discovery Foundation** is seeking a **Development Director** to lead and grow its fundraising efforts. This newly created position will be responsible for developing and executing a comprehensive fundraising strategy, cultivating donor relationships and corporate sponsorships, securing major gifts and grants, and overseeing special events and membership programs. The Director will work closely with the Board of Directors and community stakeholders to advance the Foundation's mission and drive financial stability.

### **Key Responsibilities:**

#### Fundraising and Donor Engagement:

- Develop and implement a comprehensive fundraising plan to support the organization's operational and programmatic needs.
- Identify, cultivate, solicit, and steward relationships with prospective and existing donors.
- Secure financial support from foundations and corporations.
- Develop and implement major giving and legacy giving initiatives.
- Manage donor recognition opportunities to ensure continued engagement and support.
- Plan and lead fundraising and donor/member events.

#### Strategic Leadership:

- Collaborate with the Board of Directors and Development Committee to set philanthropic priorities.
- Act as the primary staff liaison for relevant Board committees, guiding discussions and offering expertise on fundraising best practices.
- Develop materials for Board meetings and actively contribute to Board engagement efforts.

#### Community Engagement and Communications:

- Represent the Foundation at community events, fostering goodwill and promoting the mission of the organization.
- Develop partnerships with local businesses, nonprofits, and community leaders to enhance the Foundation's reach and impact.
- Work with appropriate staff members to create compelling content for newsletters, social media, and other promotional materials.
- Collaborate with other staff members to align messaging and outreach efforts with fundraising goals.

#### Operations and Oversight:

- Ensure compliance with legal, ethical, and financial standards in fundraising activities.
- Maintain accurate records of donor interactions and transactions in the Foundation's CRM system.
- Analyze fundraising performance and present progress reports to the Board and Development Committee.

#### Qualifications:

- Applied understanding of fundraising principles and development best practices.
- Minimum of 5 years of experience in fundraising, non-profit, or related fields.
- Exceptional communication, interpersonal, and presentation skills.
- Strong organizational and project management abilities, with attention to detail and deadlines.
- Experience planning and executing fundraising events and campaigns.
- Proficiency with donor management software and CRM systems.
- Bachelor's degree required; advanced degree preferred but not required.
- Familiarity with the Florida Keys region and its philanthropic landscape.
- Grant writing experience a plus.

#### Compensation and Benefits:

- Competitive salary commensurate with experience.
- Paid holidays and paid time off.
- Monthly healthcare stipend and access to a retirement plan through payroll provider.

**How to Apply:** Submit your resume and a cover letter detailing your qualifications and interest in the role to [jobs@keysdiscovery.com](mailto:jobs@keysdiscovery.com). Please include "Development Director" in the subject line. Applications will be reviewed on a rolling basis until the Foundation's development needs are fulfilled.