



Downtown Springdale Alliance Development Director

Job Description

Exempt:	No
Grant Funded:	Yes
Days:	Five days per week including DSA events and programs
Position:	Development Director
Reports To:	Executive Director
Hourly Pay:	Salary commensurate with experience
Benefits:	Health benefit package and annual PTO

The Downtown Springdale Alliance is currently in search of a skilled and experienced Development Director to join our team. As a nonprofit organization dedicated to promoting a vibrant Downtown Springdale, we are seeking an individual with a strong passion for leading our development efforts and helping us achieve our mission. The ideal candidate should have a proven track record in fundraising, exceptional communication skills, and a deep understanding of the nonprofit sector.

The Downtown Springdale Alliance recognizes the importance of preserving the history of our downtown while also creating vibrant, modern and inclusive spaces for residents and visitors alike. Through collaborative efforts with local businesses, community organizations and city officials, we are working to enhance public spaces and parks, improve pedestrian and cycling infrastructure, and attract new businesses and investments. We look forward to expanding our current programming, introducing more green spaces and public art installations throughout downtown Springdale. With the opening of the new Luther George Park, we are excited about organizing community events and festivals to promote local talent and culture. We believe that these initiatives enhance the quality of life for our residents but also attract tourists and boost economic growth throughout our city.

RESPONSIBILITIES

1. Develop and implement a comprehensive development strategy to support the mission and goals of the Downtown Springdale Alliance.
2. Identify and cultivate relationships with potential donors, sponsors, and partners to secure financial support for our programs and initiatives.

3. Manage and expand our donor base, including individuals, corporations, foundations, and government agencies.
4. Collaborate with the Executive Director and Board of Directors to set fundraising goals and develop strategies to achieve them.
5. Research and pursue grant opportunities, prepare grant proposals, and manage grant reporting requirements.
6. Build and maintain strong relationships with existing donors, ensuring timely and accurate communication and stewardship.
7. Develop and implement strategies to increase donor retention and engagement.
8. Oversee the development and execution of fundraising materials, including appeals, newsletters, and annual reports.
9. Stay up to date with fundraising best practices and trends, and provide recommendations for continuous improvement.

QUALIFICATIONS

1. Bachelor's degree in a related field (e.g., nonprofit management, business, communications) preferred.
2. Minimum of 5 years of experience in fundraising, preferably in a nonprofit organization.
3. Proven track record of successfully raising funds from a variety of sources, including individuals, corporations, and foundations.
4. Excellent written and verbal communication skills, with the ability to effectively communicate the mission and impact of the organization.
5. Strong relationship-building and networking skills, with the ability to engage and inspire potential donors and partners.
6. Knowledge of fundraising best practices, trends, and regulations.
7. Proficiency in using fundraising software and databases.
8. Highly organized, detail-oriented, and able to manage multiple priorities and deadlines.
9. Passion for the mission of the Downtown Springdale Alliance and a commitment to promoting a vibrant Downtown Springdale.

EXPECTATIONS

- The Development Director will be responsible for the measurable work that includes:
 - Holding at least five scheduled meetings with donors and prospective donors each week;
 - Creating or submitting at least three meetings with donors and prospective donors each week;
 - Creating or submitting at least three full funding letters or proposals each month;
 - Entering meaningful contact reports into the DSA constituent relationship management system that are designed to support donor cultivation and stewardship and includes clear goals and next steps.

- A working knowledge of the importance of maintaining accurate information in the DSA constituent relationship management system is required.
- The Development Director will be required to work some weekends and evenings when Downtown Springdale hosts public events.

PERSONAL CHARACTERISTICS

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities from an entrepreneurial perspective.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Organize: Set priorities, develop a consistent work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assume personal responsibility for assessing problem situations, identifying causes, gathering and processing relevant information, generating possible solutions, and making recommendations to resolve problems.
- Possess the ability to design and propose funding opportunities that align with donors' passions in a way that will make their giving fulfilling to them personally.

SKILLS AND ABILITIES

- Knowledge of nonprofit organization management and goals/challenges related to specific knowledge of and experience in Northwest Arkansas preferred
- Proficiency in Microsoft Office, Excel and Dropbox
- Stay on brand and knowledge of the mission of Downtown Springdale Alliance

To apply, submit a letter of application, resume and salary expectations to info@downtownspringdale.org.

The Downtown Springdale Alliance is a 501(c)3 organization that was formed in 2011 with a mission to promote a vibrant Downtown Springdale, with a focus on activating our spaces, cultivating relationships within our downtown & creating events unique to Springdale that bring the community together. We want everyone to feel safe and right at home when visiting downtown Springdale. Welcome! Downtown Springdale Alliance produces its own annual slate of community programming, supports downtown events produced by other organizations and provides services to the City of Springdale as outlined by annual contract.