



Director of Development

**Status:** Full-Time, Salary  
**Classification:** Exempt  
**Reports to:** Chief Executive Officer  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance program, and a 401K retirement plan.

**Organizational Profile:**

Pridelines Youth Services, Inc. dba **Pridelines** is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change. Pridelines is Miami-Dade County's LGBTQ Community Center, with locations in Miami, Miami-Beach, and satellite programs throughout the county. Our programs and services are geared toward LGBTQ youth, young adults at-risk of experiencing or currently homeless, people living with or affected by HIV, and anyone seeking affirming space to engage with our LGBTQ community on a social level.

**Position Overview:**

Under the direct supervision of the Chief Executive Officer, the Director of Development is responsible for planning, budgeting, implementing, and managing all of the agency's private fundraising functions, direct marketing campaigns, major donor development, corporate sponsorship and planned giving programs, special events, and grants. This position also oversees community engagement trainings and government relations.

**Responsibilities:** Primary roles and responsibilities include, but are not limited to:

1. Develop and implement fundraising plans for the organization in conjunction with the CEO and the Board of Directors;
2. Assist the Director of Finance in creating a budget for the organization balancing programming requirements with realistic assessments of projected revenue;
3. Work with members of the Board of Directors and other volunteers to identify and cultivate prospective donors for the organization;
4. Create, manage, and maintain a Community Engagement Committee and provide leadership to the committee in pursuit of individual gifts/donations;
5. Create, manage, and maintain a Special Events Committee and provide leadership to the committee as they plan and implement all special events and fundraisers;
6. Works with the CEO, COO, department directors to identify, strategize, write, and manage grants.
7. Participate as a member of the Senior Leadership Team in the planning and decision-making process;
8. Provide leadership to Development Department staff;
9. Manage consultants;
10. Works with the Marketing and Outreach team to ensure development related marketing and public relations collateral are created and deployed in a timely manner;
11. Manage the agency donor database;
12. Maintain a timely and effective program of recognition for donors;
13. Participate in donor cultivation and recognition events;
14. Select, develop and evaluate department personnel;
15. Help to plan and implement social engagement opportunities;
16. Handle a variety of special projects and other related duties, as assigned;

**Qualifications:**

- Minimum of 5 years of senior level development experience, including individual gifts management, grants writing, corporate support solicitation, and special events;
- Demonstrated direct responsibility for raising significant funds for other non-profit organizations;
- Knowledge of fundraising methods and success in principles;
- Familiarity with, and a passion for LGBT issues
- Demonstrated ability to work effectively with people of diverse races, ethnicities, ages and sexual orientations in a multicultural environment;
- Personal qualities of integrity, compassion, positive leadership, "can-do" attitude, flexibility, a sense of humor, and the capacity to exercise discretion and independent judgment as well as work and as part of a team
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Understands ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards
- Ability to travel and/or commute locally and long distances
- Willing to work evenings, weekends and weekdays
- Able to prioritize multiple projects and manage frequent interruptions
- Proficient in using technology as a reporting tool and experience working with information technology staff to develop and implement program evaluation and reporting systems
- Proficient computer skills and experience with Microsoft Office (required), G-Suite

**SKILLS, TRAINING, EDUCATION AND LICENSURE:**

- BA required
- CFRE credential a plus
- Must speak English; Bi-Lingual a plus (Spanish and/or Creole)
- Experience with Donor Perfect a plus

**Application Process:**

Please submit a formal cover letter and resume as attachments on your email. We will not review incomplete applications. Given the number of applications we receive on a regular basis, we request that you follow up via email - no phone calls, please.

Materials may be submitted by email to [careers@pridelines.org](mailto:careers@pridelines.org).

For mail or fax, send to:

Pridelines  
Attn: Human Resources Department  
PO Box 014340  
Miami, FL 33101  
(305) 571-9602

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