



Job Title: Development Director

Type: Full-time, salary, exempt

Location: Garner, NC

Organization: [Able To Serve](#)

About Us:

Founded in 2003, Able to Serve is a Christian, community-based nonprofit organization that believes every person, regardless of their abilities, is created by God to live a full life. Our core service is a day program designed to provide adults with disabilities a supportive environment where they can reach their full potential as integral members of God's creation. We focus on equipping participants with life skills to foster greater independence and connect them with opportunities to serve others in our community. Able To Serve operates on an \$800K annual budget. 40% is funded by program participant fees and 60% is raised annually through philanthropic support.

Position Overview:

We are seeking an experienced Development Director to manage and implement all activities related to fund development, donor cultivation, major giving, annual giving, events, grant seeking, and capital campaigns in conjunction with all fundraising activities of the Board of Directors, staff, and volunteers.

This position reports to Carlton McDaniel, Jr., the Founder and Executive Director, and collaborates as part of a four-person team that includes the Marketing and Communications Manager, the Communications Specialist, and the Finance and Operations Manager.

Working closely with the Marketing and Communications Manager, this role will lead all fundraising efforts and activities. It will also provide strategic leadership and direction for fundraising in alignment with the mission, purpose, philosophy, and values of Able to Serve.

We are looking for an individual who has a proven track record in fundraising and relationship-building. If you are a strategic thinker, with a strong commitment to service, excellent fundraising experience, and dedication to making a difference, we would love to hear from you.

Key Responsibilities:

Key responsibilities include developing and implementing necessary move-management procedures, managing donor portfolios for all key development staff and volunteers. In collaboration with Executive Director, developing, and stewarding relationships with corporate and foundation leaders and high-net-worth individuals to meet multiple fundraising goals.

Competencies:

1. Proven fundraising track record
2. Exceptional oral and written communication skills
3. Highly organized with strong project management skills
4. Excellent interpersonal and listening skills, and ability to be a team player across functions
5. Ability to meet deadlines and manage time wisely
6. Ability to predict and plan for future needs
7. Discretion with confidential donor information
8. Polished public presentation skills
9. Microsoft Office Suite and advanced CRM database competencies

Essential Functions:

1. Create written annual fundraising plans with clear goals and timelines
2. Expand and lead fundraising for the Able To Give Annual Fund, Major Giving campaigns and fundraising events
3. Create moves-management procedures which tracks the number and type of contacts with donors and prospects along with appropriate communications
4. Collaborate closely with the Marketing and Communications Manager to develop: strategic communications materials including campaign appeals for the Annual Giving Program, event sponsorship opportunities, major gift proposals, and other fundraising collateral as needed
5. Collaborating with the Executive Director, engage support from donors of all levels, and manage a personal portfolio of donors / potential donors of \$1,000+; create portfolios for volunteers, Board members, as needed – tracking outreach, donor preferences and action steps for each individual
6. Create and direct Able To Serve's Development Committee activities; help prepare for, attend and report on development progress at Board meetings

7. Collaborate closely with the Executive Director and the Finance and Operations Manager to create the development office's budget and required financial reports
8. Communicate the mission and value of the organization to stakeholders and the broader community

Other Responsibilities:

Collaborate with the Marketing and Communications Manager and Able To Serve's leadership to create a coordinated annual communications calendar, prepare collateral materials and ensure alignment of messaging and goals.

Qualifications:

- Minimum education requirements include a Bachelor's degree and at least four (4) years of development experience; or comparable experience; required
- Three (3) years of experience overseeing and managing development programs; required
- Excellent written and verbal communication skills, effective public speaking ability is a plus
- Passion for serving individuals with disabilities and a commitment to Able To Serve's mission
- Ability to work independently and as part of a team, with strong organizational and project management skills
- Familiarity with DonorPerfect is a plus

What We Offer:

Salary Range: \$65,000 - \$75,000, commensurate upon experience

Opportunity to make a meaningful impact in the lives of disabled adults

A supportive, respectful, and faith-driven work environment

How to Apply:

Interested candidates should submit a resume, cover letter, and a portfolio of relevant work to

HR@abletoserve.org. Please include "Development Director Application" in the subject line. Applications will be accepted until the position is filled.

Join us in our mission to equip adults with disabilities to be independent and connect them with opportunities to serve others in their community! We look forward to hearing from you!

