

Position Title: Development Director  
Reports to the Executive Director

The mission of Chess for Success is to help children develop the skills necessary for success in school and life through learning chess. Chess for Success is not a chess program; it is an educational program that uses chess to teach children high-level thinking and social skills. Activities are managed by a paid coach, a teacher at the school, who provides chess instruction after school. We are currently serving 3,200 K-8th grade students in 81 schools in 21 school districts where an average of 73% of students qualify for free food programs and the average percentage of minority students is 50%.

In addition to the after-school program, Chess for Success conducts scholastic chess tournaments throughout the state. These tournaments have a 47-year history. Last year approximately 2,000 young people in Oregon participated in 24 regional tournaments, and 600 players qualified to play in the finals held at the Oregon Convention Center.

### Candidate Profile

The Development Director leads a full range of fundraising and marketing activities and is part of a dedicated team working toward a shared vision. Chess for Success is looking for a development professional to create a realistic plan of action for fundraising and marketing; lead a broad range of fundraising activities; enhance donor stewardship; and apply new strategies to increase and diversify the funding base and marketing opportunities.

### Duties and Responsibilities

- Develop and manage diverse fundraising plans and budgets that align with the strategic plan
- Ensure that activities meet fundraising goals
- Work closely with the executive director and board of directors to execute the fundraising plan
- Identify, develop, and steward donor relationships and prospects
- Establish connections with a variety of community stakeholders
- Implement direct mail and online fundraising campaigns
- Plan and manage special events
- Write grants, submit grant reports and maintain a calendar of deadlines, submissions and reports
- Create and manage the fundraising strategies and timelines
- Create and manage an integrated calendar of print, electronic, and marketing communications
- Staff the Development and Marketing Committees in partnership with the Executive Director
- Develop and manage fundraising events

- Coordinate the design, printing and distribution of marketing and communication materials
- Manage the fundraising database

#### Skills, Knowledge and Experience

- Three years of demonstrated fundraising initiatives and activities as a development professional
- Strong written and oral communication skills
- Ability to work as a team member professionally, collaboratively, enthusiastically, and effectively
- Professional attitude and ability to work on multiple tasks and projects simultaneously
- Ability to maintain a professional demeanor in stressful situations
- Self-motivated and willing to work independently
- Experience with auction and event management
- Demonstrated ability to make personal solicitations
- Excellent written, verbal, interpersonal, and presentation skills
- Technology skills: proficiency with fundraising and auction databases, Microsoft Office Suite, and Adobe Acrobat
- Willingness to learn new software programs

#### Benefits

This is a full-time position with an excellent benefits package which includes health and dental coverage and a retirement plan.

The job description has been designated to indicate the general nature and level of work performed in this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the employee assigned to do this job. This job description does not constitute an employment contract. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions. This organization is an equal opportunity employer. We value, honor, and promote diversity.

A background check is required.

Salary range: \$50,000 to \$65,000

Email or send a cover letter, resume, three professional references and writing samples to Chess for Success at [HR@chessforsuccess.org](mailto:HR@chessforsuccess.org).

Application deadline: June 18, 2018