



**Job Title:** Director of Development

**Location:** Jackson, MS

**Reports to:** President & CEO

**Classification:** Full-Time Associates (Exempt)

**Supervisory Function:** May supervise consultants, interns, contractors, or future development support staff as assigned.

**Regional Travel:** Occasional regional travel throughout Arkansas, Louisiana, and Mississippi, along with limited national travel, may be required.

---

### **Position Summary:**

The Director of Development serves as the Foundation's lead development professional responsible for advancing fundraising, donor engagement, philanthropic support, and long-term sustainability efforts.

Reporting to the President & CEO, the Director of Development will work closely with leadership, staff, and the Board of Directors to implement a comprehensive development strategy that expands fundraising opportunities, strengthens donor stewardship, increases institutional funding, and enhances engagement with philanthropic, corporate, and community partners across Arkansas, Louisiana, and Mississippi.

This position requires a relationship-driven and highly organized leader who can balance strategic fundraising initiatives with day-to-day development operations, including donor cultivation, grant development, stewardship activities, fundraising campaigns, and development systems management.

The Director of Development will play an important role in helping strengthen the Foundation's visibility, philanthropic engagement, and resource development efforts in support of its mission to improve communities and expand opportunity throughout the Mid South region.

### **Strategic Fundraising & Development**

- Develop and implement a comprehensive development strategy aligned with the Foundation's mission, strategic priorities, and long-term sustainability goals.
- Identify, cultivate, and pursue funding opportunities across individual, corporate, foundation, and philanthropic sources.
- Establish annual fundraising goals and track progress against development benchmarks and revenue targets.
- Support efforts to strengthen and diversify the Foundation's fundraising and donor engagement efforts.

**Donor Engagement & Relationship Management:**

- Build, cultivate, and steward relationships with current and prospective donors, philanthropic institutions, corporate partners, and community stakeholders.
- Develop and manage a portfolio of donors, prospects, and funding partners.
- Partner with the President & CEO and Board of Directors on donor engagement, relationship cultivation, and solicitation strategies.
- Support donor stewardship efforts that strengthen long-term engagement and retention.

**Grants & Institutional Funding:**

- Lead institutional fundraising efforts, including prospect research, proposal development, grant submissions, and reporting.
- Maintain strong relationships with foundation and institutional funding partners.
- Collaborate with program and leadership staff to align funding opportunities with organizational priorities and initiatives.
- Ensure timely and accurate grant reporting and compliance with funding requirements.

**Community Engagement & Philanthropic Partnerships:**

- Support community philanthropy and donor engagement initiatives that align with the Foundation's mission and regional priorities.
- Represent the Foundation at meetings, events, conferences, and community engagements as appropriate.
- Help strengthen external awareness and engagement around the Foundation's impact and initiatives throughout the Mid South region.

**Development Operations & Infrastructure:**

- Strengthen and maintain development systems, donor records, and stewardship processes.
- Oversee donor tracking, reporting, and CRM management utilizing Blackbaud Raiser's Edge or similar systems.
- Track fundraising activity, donor engagement, and development performance metrics.
- Collaborate with communications staff on donor communications, development materials, fundraising campaigns, and partnership collateral.
- Assist with development-related budgeting, reporting, and planning activities.

**Board & Leadership Support:**

- Support the Board of Directors in development and donor engagement activities.
- Provide regular fundraising and development updates to organizational leadership and the Board.
- Provide recommendations to leadership regarding fundraising opportunities, donor engagement, and philanthropic trends.

**Education & Experience:**

- Bachelor's degree required; master's degree preferred.



- Minimum of 5–8 years of progressive experience in nonprofit fundraising, development, donor engagement, philanthropy, or related leadership roles.
- Demonstrated success securing grants, major gifts, sponsorships, or philanthropic support from individuals, corporations, foundations, and institutional funders.
- Experience developing and implementing fundraising strategies and donor engagement initiatives.
- Experience managing multiple projects, deadlines, and relationship portfolios simultaneously.

#### **Preferred Experience:**

- Experience working within a nonprofit organization, foundation, intermediary organization, or community-focused institution.
- Familiarity with regional philanthropy, community engagement, and collaborative funding initiatives.
- Experience with donor stewardship, institutional giving, grant management, and fundraising campaigns.
- Experience utilizing Blackbaud Raiser’s Edge or similar donor management systems preferred.

#### **Knowledge, Skills & Abilities:**

- Strong relationship-building and interpersonal communication skills.
- Strong written communication, presentation, and proposal development skills.
- Strategic thinker with strong organizational and project management abilities.
- Ability to analyze fundraising performance, donor engagement, and development metrics.
- Ability to work collaboratively across departments, leadership teams, boards, and external stakeholders.
- Ability to maintain confidentiality and exercise professionalism and discretion.
- Commitment to the mission and values of the Foundation for the Mid South.

#### **Technology Skills:**

- Experience with donor database and CRM systems, preferably Blackbaud Raiser’s Edge.
- Proficiency in Microsoft Office Suite and cloud-based collaboration platforms.
- Familiarity with donor communications and fundraising platforms preferred.

#### **Additional Requirements:**

- Valid driver’s license, reliable transportation, and ability to travel as needed throughout the region.
- Ability to attend occasional evening or weekend events and meetings.

#### **Core Competencies:**

- **Relationship Building & Donor Stewardship:** Ability to cultivate and maintain strong relationships with donors, partners, board members, and community stakeholders.



- **Strategic Fundraising & Resource Development:** Ability to identify funding opportunities and support fundraising efforts that advance organizational sustainability and growth.
- **Communication & Presentation Skills:** Strong written and verbal communication skills with the ability to effectively represent the Foundation to diverse audiences.
- **Project Management & Organization:** Ability to manage multiple priorities, deadlines, and development activities with strong attention to detail.
- **Collaboration & Teamwork:** Ability to work effectively with leadership, staff, board members, partners, and external stakeholders.
- **Financial & Analytical Skills:** Ability to interpret fundraising data, track development performance, and support budget and reporting processes.
- **Professionalism & Integrity:** Demonstrates sound judgment, confidentiality, accountability, and ethical stewardship in all interactions and responsibilities.
- **Community Engagement & Relationship Management:** Commitment to building authentic relationships and supporting community-centered engagement throughout the Mid South region.
- **Adaptability & Initiative:** Ability to work in a fast-paced environment while proactively identifying opportunities and solving problems.

**Salary Range:**

\$68,500 – \$85,000 annually, commensurate with experience and qualifications.

**Benefits:**

The Foundation for the Mid South offers a competitive benefits package that includes:

- Medical, dental, and vision insurance
- 401(k) retirement benefits
- Paid holidays and vacation leave
- Professional development support
- Life and AD&D insurance
- Cell phone reimbursement
- Wellness and employee support benefits

**Working Conditions:**

This position is primarily office-based with occasional evening and weekend responsibilities.

This job description may not include all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the employer's sole discretion.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

The Foundation for the Mid South is an Equal Opportunity Employer committed to diversity. We believe that no one should be discriminated against because of their differences, such as age,



disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

**Qualified applicants should submit a letter of interest and resume to [careers@fndmidsouth.org](mailto:careers@fndmidsouth.org). All materials should be addressed to Meshelle Rawls, VP of People & Culture. Candidates invited to move forward in the hiring process should be prepared to submit a writing sample and references.**

---

**About the Foundation:**

Founded in 1990, the Foundation for the Mid South is a regional foundation that improves individuals and communities by bringing people together, strengthening communities, and multiplying resources. By working with a wide range of resources, skills, and talents, the Foundation strives to nurture families and children, improve schools, and build economies for all throughout Arkansas, Louisiana, and Mississippi. For more information, please visit [www.fndmidsouth.org](http://www.fndmidsouth.org).