

Development Director

Job Title:	Development Director
Location:	Baltimore, MD
Job Type:	40 Hours Per Week
Experience Level:	8-10 years
Education Level:	BA required, MA preferred
Annual Salary:	\$85,000 to \$95,000

Position Summary: The Development Director is a passionate and innovative fundraiser who is responsible for overseeing the design and implementation of Lexington Market, Inc. and Baltimore Public Markets' development strategy. This position will be responsible for securing and expanding the organization's financial foundation through grants, sponsorships and individual giving campaigns.

Responsibilities:

- Design and implement annual fundraising plans for the organization that are audacious yet achievable.
- Lead engagements with current and prospective funders alongside the organization's Executive Team.
- Identify new fundraising opportunities, finding and reaching out to points of contact, conducting prospect research, and networking at events and conferences.
- Direct the fundraising processes, including assembling grant proposals, tracking and managing reporting and other obligations, and spearheading the production of related reports and other required material.
- Manage relations with current individual and institutional contributors.
- Work with other members of the team to identify and capitalize upon potential sources of revenue.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are achieved.
- Work closely with the Finance Department to ensure operational and capital budget expectations are met.
- Assist the CEO in managing the Board of Directors.

Attributes:

- 8-10 years of progressive fundraising or business development experience.
- BA (required), MA or higher (a plus)
- Knowledge of federal, state, and local laws and regulations affecting charities
- Familiarity with the philanthropic community in Baltimore and skilled at initiating conversations with donors, prospects, volunteers, stakeholders, and others.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Knowledge of CRM software

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If you are interested in this position, please submit your cover letter and resume to jobs@baltimoremarkets.org