



Job Title: Development Director
Reports To: Executive Director

Quiet Givers is a mission-driven organization dedicated to empowering individuals to give anonymously and selflessly to fulfill essential community needs. By addressing necessities like food, health, shelter, safety, transportation, and education, Quiet Givers connects donors with those in need, fostering dignity and hope for our neighbors.

We are seeking a passionate and motivated **Director of Development** to join our team. This role is essential in driving our mission forward, building relationships with donors, and strengthening our impact in the community.

The Development Director and Executive Director work as a collaborative leadership team to ensure the seamless operation and growth of the organization. While each role has a primary focus—fundraising and donor relations for the Development Director, and overall organizational management for the Executive Director—both leaders are cross-trained to handle each other’s responsibilities as needed. This structure ensures continuity in leadership, strategic planning, financial oversight, program execution, and stakeholder engagement. By working in tandem, they maintain organizational stability, drive mission-focused initiatives, and foster strong relationships with donors, staff, and the community. This dynamic approach ensures that the organization remains resilient and adaptable, regardless of leadership transitions or unforeseen circumstances.

Position Summary

The Development Director is responsible for leading and executing the organization’s fundraising and development strategies to ensure financial sustainability. This role focuses on donor relations, grant writing, sponsorships, and special events while collaborating closely with the Executive Director to align fundraising efforts with the organization’s mission and strategic goals. As part of a cross-trained leadership team, the Development Director is also trained in the Executive Director’s responsibilities to ensure continuity in leadership and operations when needed.

Hours – 20-30/wk. as work demands

Salary - \$20/hr.

Primary Responsibilities

Fundraising & Development

- Develop and execute a comprehensive fundraising plan to meet revenue goals to support current and future projects.
- Cultivate, solicit, and steward relationships with individual donors, community partners and corporate sponsors.
- Manage donor database and ensure accurate tracking of contributions and engagement.
- Design and implement campaigns to increase awareness and contributions.
- Create compelling posts to encourage giving for individual and on-going social media campaigns.

Communications & Outreach

- Develop attractive and engaging donor communications, including newsletters, and annual reports.
- Strengthen the organization's presence in the community through networking and relationship-building.
- Collaborate with local agencies, volunteers and organizations to raise awareness about Quiet Givers and its mission.

Collaboration & Leadership

- Work closely with the Executive Director to align fundraising with programmatic and financial priorities.
- Assist in budgeting and financial planning as it relates to development efforts.
- Work closely with leadership to set achievable goals and benchmark progress against the organization's long-term vision.
- Serve as a backup for the Executive Director as needed, understanding key operational functions and strategic priorities.

Qualifications

- Proven experience in nonprofit fundraising, donor relations, or a related field.
- Public speaking, verbal and written communication skills with the ability to inspire generosity.
- Ability to work collaboratively and step into leadership roles as needed.
- Passion for community service and a belief in Quiet Givers' mission.
- Must reside in one of Quiet Givers' service areas of Ashe, Watauga or Avery Counties.

What We Offer

- An opportunity to make a significant impact in the lives of individuals in need.
- Flexible work environment and hours
- Opportunities for advancement into full-time role as funds increase.

To Apply: Please submit your resume and 3 references detailing your experience and your passion for Quiet Givers' mission to: PO Box 95, Boone, NC 28607 OR board@quietgivers.org

This position offers a unique leadership opportunity, emphasizing teamwork and flexibility to ensure the organization's continued success.