



Position Title: Director of Development

General Summary: As the Director of Development, you will spearhead funding strategies crucial for the Foundation's operation and expansion. Our organization relies on charitable donations and partnerships to uphold its mission and broaden its initiatives. Your role demands advanced strategic planning, advisement on operations and growth, exceptional communication, and strong interpersonal skills to capitalize on opportunities and convert them into revenue-generating breakthroughs. You will be indispensable in guiding strategic alignment, soliciting vital funding, nurturing relationships, gathering feedback from current donors, and projecting future opportunities.

Responsibilities:

Fundraising and Advisory:

- Develop and execute a comprehensive fundraising strategy aligned with and raising awareness of The Quell Foundation's mission and growth objectives, with a minimum annual procurement target of \$500K, to be increased annually.
- Advise on and implement best practices for fundraising operations, including donor engagement strategies, campaign management, and resource allocation to maximize fundraising effectiveness.
- Manage a diverse donor portfolio, ensuring high-quality communication, newsletters, annual reports, and compelling messaging to enhance donor recognition, retention, and engagement.
- Lead staff in organizing a robust calendar of fundraising events (live and virtual) to engage existing and new audiences.
- Utilize advanced data analysis to assess donor engagement, retention, and revenue trends, and provide data-driven recommendations to improve outcomes.
- Conduct thorough grant and foundation research, evaluate proposals, and manage the submission process to secure funding and support the Foundation's strategic priorities.

Expansion:

- Devise strategies to broaden the scope of impact and programming in line with The Quell Foundation's mission and long-term objectives.
- Provide leadership to ensure programs adhere to operational controls, administrative procedures, and compliance with relevant laws and regulations.
- Represent the Foundation at industry events, positioning the Foundation for increased visibility, influence, and partnerships within the mental health sector.
- Identify and leverage new fundraising opportunities across various platforms—digital, physical, and emerging channels—to support the Foundation's growth and sustainability.

Skills and Qualifications:

- Strategic thinker with short and long-term vision and a robust understanding of grant writing.
- Exceptional interpersonal skills, exercising discretion, tact, and judgment.



- Strong organizational, time-management, and problem-solving abilities with meticulous attention to detail and ability to manage multiple priorities and projects simultaneously.
- Team player with integrity, energy, and a resourceful demeanor with a "no job is too big or too small" attitude.
- Bachelor's degree in nonprofit management, business administration, communications, or related field.
- Minimum of 5 years of nonprofit fundraising experience with a track record of success in major gifts, corporate and foundation giving, special events, and a vast donor network.
- Proficiency in Office and G Suite platforms.
- Demonstrated ability to lead, collaborate, and execute strategic plans to enhance donor engagement.

This is a full-time remote position offering a competitive salary and benefits package. If you're a seasoned development professional eager to contribute to a transformative team, we invite you to email your letter of interest and resume to hire@thequellfoundation.org.