



## Where Young People Dream of Becoming Science and Technology Heroes

*Our mission is to inspire young people to be science and technology leaders, by engaging them in exciting Mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities. Make a difference in thousands of students' lives. Create an impact on the workforce of tomorrow. Become a member of our passionate team working to make science, technology, engineering and math (STEM) education accessible to all students across North Carolina.*

### **JOB OPENING 2/1/2019**

#### **Job Title: Development Director**

We are looking for a uniquely qualified individual (a "unicorn") to join our engaging, dynamic, and fast-paced nonprofit. This position will work closely with all members of our 4-person office as well as the Board of Directors.

*FIRST* North Carolina is a 501(c)3 nonprofit organization created to inspire youth in North Carolina to pursue further studies and careers in science and technology and to help students acquire the knowledge and skills needed to compete in the technologically-driven global economy. We are the state-level support organization for *FIRST* - For Inspiration and Recognition of Science and Technology, a national nonprofit with proven, effective programs that inspire the next generation of engineers, computer scientists and STEM leaders. In ten years, *FIRST* NC has grown to 70 high school level teams and multiple events each year with growing corporate and individual support. The state office is in Greensboro, NC. This position can be based in Greensboro, Raleigh or Charlotte.

To be successful in this role you must work cross-functionally with all members of the *FIRST* NC team to compellingly articulate for sponsors and donors how *FIRST* programs are changing the lives of young people in our state. We want someone who is creative, enthusiastic and comfortable with ambiguity. This role is perfect if you thrive on variety and can comfortably shift from the tactical to the strategic; whether that means handling an in-person meeting with a corporate sponsor to maintaining an error-free CRM.

In return, we promise a fast-paced, fun and rewarding environment where you will interact with talented and inspiring people – from program participants, to volunteers, to supporters. You'll feel good about the future of the world after doing hard work with all the talented and inspiring people in *FIRST*.

A registered 501(c)3 nonprofit

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## **ESSENTIAL RESPONSIBILITIES:**

- Build and nurture strategic relationships with supporter organizations
- Identify opportunities to cultivate new relationships with donors and sponsors
- Conduct fundraising activities to meet specific growth goals in corporate sponsorships and individual giving.
- Begin a major gifts program including identification, cultivation and solicitation of major donors.
- Establish new fundraising special events in three NC regions.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Work closely with the President and Board of Directors. Develop and prepare timely reports on fundraising activities and outcomes.
- As time allows, assist the President in grant seeking and tracking including research, proposal writing, and reporting requirements.
- Oversee fundraising database and tracking systems. Coordinate with communications staff as needed.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.
- Some weekend and evening work in line with responsibilities and the key competition events.

## **QUALIFICATIONS:**

The successful candidate will be enthusiastic about developing youth for further education and careers in STEM, be a strong relationship builder, and exhibit strong organizational and writing skills.

S/he will:

- Have knowledge and experience in fundraising techniques, particularly corporate sponsorships, events for individuals, annual fund and major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a self-starter and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit follow through on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree or equivalent experience.
- 3 years minimum experience in professional fundraising, preferably in corporate and individual giving
- Strong office computer skills, especially in Microsoft Office Suite and donor databases.

**For consideration, please submit a letter of interest, resume and salary expectations to:  
[info@firstnorthcarolina.org](mailto:info@firstnorthcarolina.org)**