

Part Time Development Director

Wayne Senior Center is seeking an energetic & experienced Development Director to join our dynamic team. The Development Director will play a pivotal role in advancing the mission of our organization by strategically expanding our donor base and securing the necessary funds to support our programs and services. This individual will be responsible for developing and executing comprehensive fundraising plans, including annual giving campaigns, planned giving initiatives, sponsorship solicitations, fundraisers, and grant writing activities. The Development Director will help forge new relationships to build the senior center's visibility, and lead initiatives to increase community engagement and philanthropic support. This position is part-time with a benefits package including PTO and retirement contribution. Position is 20 hours per week primarily Monday through Friday, but also requires flexibility to attend evening and/or weekend meetings and events as required. Remote work available. Salary \$35- \$40/hour, DOE. For more information about Wayne Senior Center visit, www.wayneseniorcenter.org

Key Responsibilities

Include, but are not limited to the following (*other duties may be assigned*):

- Develop and implement a robust fundraising strategy that aligns with the center's mission and goals. This includes annual giving, major gifts, planned giving, corporate sponsorships, and special events.
- Cultivate and maintain strong relationships with current donors, and identify and engage potential new donors. Create personalized stewardship plans to ensure ongoing donor engagement and satisfaction. Continues building the endowment to provide long-term financial stability and support for Main Line Senior Services.
- Manages the donor database including tracking contributions, maintaining donor data, and generating regular reports. Acknowledges gifts and donations and coordinates recognition of donors.
- Collaborate with the Executive Director and external marketing firm to create compelling fundraising materials, including brochures, newsletters, social media content, and annual reports.
- Research, prepare, and submit grant proposals to foundations, corporations, and government agencies in coordination with the Executive Director. Track and report on grant progress and outcomes.
- Plan, organize, and oversee fundraising events, in collaboration with the Executive Director and Board Fundraising Committee, ensuring they are successful and align with the center's brand and mission.
- Participates in staff meetings and professional development trainings.
- Reports to the Executive Director.

Skills and Qualifications

- Demonstrated experience in developing and executing successful fundraising campaigns, with a track record of meeting or exceeding fundraising goals. Ability to think strategically and develop innovative fundraising strategies that align with organizational goals.
- Excellent interpersonal skills with the ability to build and maintain relationships with diverse stakeholders, including donors, volunteers, community leaders, and staff.
- Strong grant writing skills with experience in researching and securing grants from various sources.
- Experience planning and executing successful fundraising events.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives and present information effectively.



Wayne Senior Center

A PROGRAM OF MAIN LINE SENIOR SERVICES

- Strong organizational and project management skills, with the ability to work independently and manage multiple priorities & meet deadlines.
- Bachelor's degree required. Advanced degree or relevant certifications (e.g., Certified Fund Raising Executive - CFRE) preferred.
- At least 5 years of progressive and broad financial development experience with a proven history of exceeding goals and creating new opportunities well suited to the organization and mission. Experience working with senior communities or diverse social services organizations is a plus.

How to Apply

Applications are accepted via www.wayneseniorcenter.org or via email. If applying via email please combine your resume and cover letter in a single pdf and send it to info@wayneseniorcenter.org with "PT Development Director" in the subject line. No phone calls, please.