



2200 Lucien Way, Suite 325  
Maitland, FL 32751

**POSITION:** Director of Development

**PROGRAM/DEPT:** Administration

**PAY:** \$70,000 - \$88,000

**ABOUT RISE COMMUNITY SOLUTIONS:** RISE Community Solutions works to strengthen families and the communities in which they live. We offer coordinated solutions to help families get ahead of the challenges that can lead to disruption, including youth mental health, child victim advocacy, and family homelessness. We meet our mission with the philosophy that families will be most successful when supported by strong communities that have ample capacity to meet their needs. RISE Community Solutions utilizes an approach which *Restores, Inspires, Strengthens and Empowers* those we serve. To learn more about us, visit [www.RISEcs.org](http://www.RISEcs.org).

**PURPOSE:** To lead fundraising and relationship-building efforts to ensure RISE Community Solutions meets and exceeds its annual revenue goals. This is a highly relational and community-facing role focused on expanding the organization's network, building a strong base of individual, corporate, and foundation supporters, and cultivating a sustainable culture of philanthropy.

The Director will play a critical role in growing our donor community from the ground up—increasing visibility, forging meaningful partnerships, and transforming community connections into lasting financial support.

**KEY RESPONSIBILITIES:**

**Fundraising & Donor Base Growth:**

- Develop and execute a comprehensive fundraising strategy that includes annual giving, major gifts, sponsorships, and events.
- Proactively identify and cultivate new donor prospects—individuals, corporations, and foundations—with a focus on expanding the organization's reach and visibility.
- Build authentic relationships with potential supporters through community events, one-on-one meetings, and strategic outreach.
- Secure event sponsorships and develop mutually beneficial partnerships that elevate both visibility and revenue.
- Partner with the Executive Director and Board of Directors to leverage existing networks and open new doors for philanthropy.
- Create and manage compelling cases for support, donor presentations, and recognition opportunities.

**Corporate, Foundation, and Individual Giving:**

- Research and cultivate corporate partners for sponsorships, employee giving campaigns, and cause-marketing initiatives.
- Identify and steward foundation relationships in collaboration with leadership and program teams, assisting with proposal development and reporting as needed.
- Build and grow a strong individual giving program that encourages recurring donations and donor retention.

**Donor Management & Stewardship:**

- Track donor data, gifts, and engagement history (we currently use Little Green Light); ensure accuracy and consistency across the system.

- Establish systems for donor acknowledgment, follow-up, and ongoing stewardship that strengthen long-term relationships.
- Work collaboratively with program staff to embed a culture of philanthropy across the organization, including engaging teams in storytelling, donor stewardship, and shared ownership of RISE's fundraising mission.
- Maintain a donor pipeline and move prospects strategically through cultivation, solicitation, and stewardship stages.
- Prepare reports on giving trends, fundraising progress, and relationship development for the Executive Director and Board.

#### **Events & Community Presence:**

- Represent the organization at networking and community events to increase awareness and build connections.
- Lead planning and execution of fundraising and donor cultivation events, with support from the Director of Engagement and Communications.
- Partner with the Director of Engagement & Communications to align outreach, storytelling, and campaign messaging.

#### **Additional Functions & Expectations**

- Identify opportunities in which the lived experience and voice of those served can improve program operations and outcomes.
- Other duties as assigned.

#### **DESIRED QUALIFICATIONS:**

##### **REQUIRED:**

- Bachelor's degree from an accredited college or university and three years of community relations and/or development experience.  
OR
- Associate degree from an accredited community or junior college and five years of community relations and/or development experience.  
OR
- Any combination of education and experience that provides the necessary skill and knowledge described.

##### **PREFERRED:**

- Established community connections in Central Florida (Orange, Osceola, and Seminole counties).
- Experience securing corporate sponsorships and managing foundation relationships.
- Familiarity with social service organizations and the local philanthropic landscape.

#### **DESIRED SKILLS:**

- Proven success in donor cultivation, solicitation, and relationship management.
- Excellent interpersonal skills: must be personable, diplomatic, skilled in asking for donations, and have excellent ability to communicate effectively with community stakeholders, program staff and clients.
- Excellent written and verbal communication skills, with the demonstrated ability to speak effectively and persuasively to both small groups and large audiences.



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- Strong organizational and analytical skills; ability to set goals and measure progress.
- Ability to coordinate multiple tasks simultaneously and adjust workload as necessary.
- Demonstrate cultural and linguistic competence and sensitivity to population served.
- Proficiency in Microsoft Office, Canva, Constant Contact, and donor management software (Little Green Light or similar).
- Ability to travel in personal vehicle in the tri-county area

All RISE Community Solutions team members are expected to demonstrate proficiency in the following competencies: Problem Solving, Time Management, Attention to Communication, Customer Service, Teamwork, Integrity, Interpersonal Skills, Trauma-Informed Approach and Innovation. To learn more, visit [Careers | RISEcs.org](https://www.risecommunity.org/careers)

**POSITION STATUS:** Exempt

**SCHEDULE:** Traditional weekday schedule, Monday through Friday. Some evenings or weekends may be required for events.

**LOCATION:** Hybrid role. This position will be able to use their home and the main office. Some meetings are held in-person in Maitland or at partner locations.

**SUPERVISOR:** Executive Director

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Name (Print)

\_\_\_\_\_  
Supervisor's Name (Print)

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Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date