



Become part of our story and movement!

Ten Thousand Villages seeks values-driven Development Director to build awareness and advocate for the organization.

Qualifications:

1. Bachelor's degree in Business, Marketing, Non-Profit Management or related field, or equivalent experience
2. Minimum 3-5 years of experience in fundraising, sales or related field, preferably with large donors and prospects
3. Motivated to meet and exceed fundraising goals; internally compelled self-starter who is willing and able to take initiative in establishing a long-term, vibrant and engaged constituency of Ten Thousand Villages supporters
4. Results driven, with a proven track record of achieving goals
5. Strong interpersonal skills
6. Ability to establish and maintain collaborative relationships with donors to meet fundraising targets
7. Excellent written and verbal communication skills
8. Flexibility in a changing work environment; manage competing demands
9. Willingness to travel
10. Strong organizational skills including effective time management
11. Ability to meet reporting requirements
12. International experience and cross-cultural skills preferred
13. Microsoft Office skills, specifically Excel
14. Interest in and strong support of Ten Thousand Villages mission and goals

Assignment Description:

The Development Director is a dynamic and creative fundraising professional responsible for identifying and developing relationships, securing grants and donations, and executing fundraising programs. This is an entrepreneurial position that is accountable for executing the annual fundraising plan. In addition, the Development Director supervises a part-time Development Assistant.

Ten Thousand Villages has a 70-year history of successfully developing a unique business model that combines fair trade practices with a non-profit mission and multi-channel retail sales. All of this was done within a self-sustaining business cycle with no major outside funding or support sources. This position will be at the center of a new initiative to raise funds for the purpose of investing in capital costs, special projects or infrastructure upgrades that are outside the normal operating expenses of the organization. Funding sources may include a variety of donors, such as corporations, foundations and individuals. Success in the position will be enhanced by 1) a

high-engagement optimistic personality; 2) interest and experience with being a trailblazer for a relatively new program within an already existing organization; 3) the ability to be a tenacious self-starter and willing to work independently.

All duties should be carried out to contribute to company-wide growth in sales and profits, increased productivity, and increased purchases from artisans while keeping expenses within budget.

Responsible To: CEO

Working Hours: Full-time, exempt position. Normal office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. Some travel required up to 20% over a course of a year.

Duties:

- Design and implement resource development plan, financial projections and goals for donor outreach.
- Create fundraising opportunities through various business development techniques including prospecting, targeted follow up and new lead generation.
- Research, prepare, submit and manage grant proposals to foundations and corporate sources.
- Facilitate meetings and introductions of high-impact supporters with leadership staff and volunteers.
- Be accountable for reaching agreed-upon goals.
- Partner with existing store network, store board members and volunteers to implement fundraising strategies.
- Identify, cultivate, solicit, secure, and retain annual gifts.
- Conduct in-person meetings with donors.
- Develop donor database.
- Develop close relationships with prominent volunteers, board members and community leaders.
- Participate in networking opportunities to facilitate and generate new donor contacts, build awareness and advocate for the organization.
- Report regularly on projections, meetings, commitments and funds raised.
- Develop proposals, letters and other donor correspondence.
- Meet with artisans, buyers and marketing colleagues to keep current on product and group stories for fundraising collateral development.

Location Description:

Ten Thousand Villages offices and warehouse are located in Akron and Brownstown, PA. Both towns are located in Lancaster County.