



Job Description

Development Director

About Norwalk ACTS

Norwalk ACTS is a collective impact, nonprofit organization that provides a common framework for community collaboration. Working together, across sectors, we aspire to measurably improve the cognitive, social emotional, and physical growth & development of all children in Norwalk, CT from birth into their careers. Our mission is to collectively transform systems by ensuring resources, policies, practices, and power structures actively dismantle racism and drive equitable outcomes for every Norwalk child and young person.

Position Summary

The Development Director role offers a unique opportunity to join a growing organization of creative and supportive mission-focused professionals. Working closely with the CEO, the Development Director provides strategic leadership for all fundraising and development functions at Norwalk ACTS. This senior role is responsible for designing and executing comprehensive fundraising strategies—spanning individual giving, major gifts, institutional and grant funding, and donor stewardship—to advance the mission and objectives of the organization and ensure its long-term financial sustainability. The Development Director partners closely with the Board and Development Committee to execute the development plan and achieve development goals.

Reports to: CEO

Supervises: Not applicable

Essential Duties and Responsibilities

Strategic Leadership

- Develop and implement comprehensive fundraising strategies to achieve annual and long-range revenue goals across all campaigns.
- Cultivate and steward relationships with Board members, Development Committee members, institutional/corporate funders and individual donors.
- Advance a culture of appreciation and philanthropy by engaging, supporting, and motivating staff, board and committee members, and volunteers in development efforts.
- Collaborate across organizational functions to ensure donors receive timely, accurate, and meaningful information about the organization's work and impact.

- Along with the Director of Engagement and Communications create the messaging for and oversee production of fundraising-related marketing and donor communications materials across campaigns and initiatives.
- Participate in budget processes to ensure projected expenses are consistent with fundraising goals and expectations.
- Represent Norwalk ACTS in donor meetings, major events, and networking opportunities to enhance visibility and strengthen philanthropic relationships.
- Utilize data to evaluate fundraising successes and prioritize projects.

Major Gifts & Individual Giving

- Design and execute approaches to identify, cultivate, and steward a strong pipeline of new major supporters.
- Deepen relationships with existing donors through direct outreach, relationship-building, and ongoing stewardship.
- Establish and maintain a portfolio of prospects; leverage face-to-face meetings, phone calls, emails, and social media to build relationships and increase support.
- Lead the annual appeal and investor cultivation strategy, including launching and managing the Norwalk ACTS Investors Network of major donors.

Grants & Institutional Funding

- Oversee the organization's grants strategy, ensuring alignment between funding opportunities and Norwalk ACTS' initiatives, cornerstones, and community-wide work, including: grant research, proposal writing, and reporting to institutional funders and national partners, including StriveTogether.
- Ensure grants management workflows, submission calendars, and internal and external reporting deadlines are met.
- Develop data-driven cases for support that clearly link Norwalk ACTS' mission and impact with funders' objectives.
- Leverage a collaborative grant-seeking strategy to expand the potential opportunities to seek and secure grant funding.

Events

- Lead development-related special events in collaboration with staff, Board, and Committee members, assuming responsibility for planning, logistics, and execution.
- Plan and execute the annual collective giving event and other donor cultivation events in collaboration with the Development Committee and Event Committees, as appropriate.
- Generate prospecting lists for events through donor networks, new resident information, CRM, and donor research databases.

Board & Committee

- Serve as liaison to the Development Committee by attending meetings, creating donor and fundraising reports
- Participate in other Board Committee meetings and actions, as appropriate.
- Produce appropriate reports for Board meetings and as otherwise needed.

General

- Other duties as assigned.

Candidate Qualifications and Skills

Required:

- Minimum 5-7 years of experience in fundraising; nonprofit experience preferred.
- Record of success with annual appeals, and major gift donations.
- Demonstrated experience across the full development cycle, including individual giving, major gifts, and grant funding.
- Strong interpersonal skills and the ability to engage meaningfully and collaboratively with different personality types.
- Self-starter with excellent organizational skills, including the ability to juggle simultaneous projects and prioritize responsibilities.
- Excellent written and verbal communication skills, including the ability to convey complex information in a clear and concise manner.
- Flexibility to work evenings, weekends, and remotely as dictated by donor schedules.
- Comfortable using donor CRM systems to track, analyze, and advance fundraising and stewardship efforts.

Preferred:

- Bachelor's degree in marketing, communications, management, business administration, social sciences, or a related field. Will consider any equivalent combination of knowledge, skills, education, and experience.
- Event planning or project management experience.
- Knowledge of the Norwalk community and context preferred; familiarity with the philanthropic community in Fairfield County is a very strong plus.
- Competency in Microsoft Office and G-Suite and general comfort with technology and software.

Compensation is influenced by several factors, including but not limited to skill set, nature and level of experience, qualifications, and other relevant considerations. We anticipate the full-time

salary range for this position to be between \$95,000 - \$120,000 and are open to individuals interested in a part-time role (no less than 22 hours/week) with a prorated salary.

Benefits

This position is an exempt, salaried position for up to full-time (37.5 hours/week) work. Full time employees are eligible for employee benefits that include medical, dental, and vision insurance for employees and dependents. All employees receive a matching 401k plan, as well as competitive paid time off policies. Flexible schedule, including remote options. Opportunities for travel and professional development. Fast paced, warm, supportive, and nurturing workplace culture that offers freedom and autonomy in your day-to-day with hybrid work.

To apply for the position, please email your resume, a cover letter, and a writing sample to info@norwalkacts.org.