Position Title: **DIRECTOR OF DEVELOPMENT**

Reports to: The Executive Director
Organization: Waterbury Promise, a 501 (c) (3) entity
Starting Salary: $90,000-$110,000 plus benefits, full-time, in-person

The Organization

Waterbury Promise is a comprehensive college access and success program dedicated to building a generation of college graduates and closing the higher education attainment gap for talented Waterbury students. Its mission is to increase college aspirations, reduce financial barriers and inspire every student in Waterbury toward post-secondary education and completion. Through scholarships, success coaching, career-readiness initiatives, and holistic support, Waterbury Promise helps students access higher education, persist through graduation, and transition successfully into meaningful careers.

Our team is comprised of passionate professionals committed to supporting students from enrollment through career success. We foster a collaborative, innovative, and inclusive environment where every team member contributes to transforming lives and strengthening the Waterbury community. Waterbury Promise is seeking a talented Director of Development to join our small but mighty team as we move our mission forward.

Position Summary

The Director of Development is a strategic and relationship-driven fundraising leader responsible for advancing Waterbury Promise's philanthropic vision and ensuring its long-term financial sustainability. Reporting directly to the Executive Director, this position will lead all aspects of fundraising, including major gifts, annual giving, corporate partnerships, foundation relations, government funding opportunities, planned giving, special events, donor cultivation and stewardship, and board engagement.

In FY26, Waterbury Promise raised more than **$3.1 million** to support scholars from Waterbury. Building upon this strong foundation, the Director of Development will expand and diversify revenue streams, deepen donor engagement, cultivate transformational partnerships, and implement innovative fundraising strategies that position the organization for continued growth.

The successful candidate is a collaborative leader with exceptional relationship-building skills, strategic vision, and a proven record of securing major gifts and leading comprehensive fundraising programs. They will use data, storytelling, and community engagement to inspire philanthropy in greater Waterbury, across the region, and beyond.

Essential Duties and Responsibilities

Strategic Leadership

- Partner with the Executive Director and senior leadership to develop and execute a comprehensive multi-year development strategy that is aligned with organizational priorities and supports Waterbury Promise's continued growth. Over time, build the infrastructure for transformational philanthropy by establishing a planned giving program, cultivating legacy donors, and collaborating with leadership to create a permanent endowment that will support the organization's mission for generations to come.
- Develop annual fundraising goals, revenue projections, and measurable performance indicators.
- Expand and diversify philanthropic revenue to support annual operating needs and long-term organizational sustainability.
- Monitor fundraising performance using data and analytics, providing regular reports and recommendations to leadership and the Board of Directors.
- Identify emerging philanthropic trends and recommend innovative fundraising strategies.

Fundraising & Revenue Growth

Lead and oversee all fundraising initiatives, including:

- Major Gifts
- Annual Giving
- Corporate Partnerships
- Foundation Relations
- Government Grants
- Planned Giving
- Special Events
- Digital Fundraising Campaigns

Responsibilities include:

- Build, cultivate, solicit, and steward a portfolio of individual major donors and prospective supporters.
- Develop personalized engagement strategies that increase donor retention and lifetime giving.
- Expand corporate partnerships that support scholarships, career readiness, internships, and scholar success initiatives.
- Create comprehensive annual giving campaigns utilizing direct mail, email marketing, social media, video storytelling, and online giving platforms.
- Manage and write all grant applications, proposals, and reports.
- Develop and manage an annual grants calendar, ensuring timely submission of proposals and reporting requirements.
- Plan and manage all fundraising events, including annual signature events, donor cultivation experiences, and online campaigns. Oversee event planning, sponsorship solicitation, volunteer committees, marketing and logistics.
- Research and pursue new funding opportunities from private, corporate, state, and federal sources.

Board & Community Engagement

- Partner with the Executive Director to support Board members in fundraising, donor cultivation, and ambassador activities.
- Recruit and support members of the Development Committee and event planning committees.
- Represent Waterbury Promise within the community through civic organizations, business networks, and philanthropic partnerships.
- Build relationships with local, state and federal officials, business leaders, foundations, and community stakeholders to advance the organization's mission and advocacy efforts.

Development Operations

- Oversee the organization's CRM and donor management system to ensure data integrity. Manage accurate and timely data entry, gift acknowledgment, prospect management, reporting, and analytics while continuously improving systems and processes to enhance fundraising effectiveness and donor stewardship.
- Utilize donor segmentation and analytics to improve cultivation, solicitation, stewardship, and retention.
- Develop dashboards and reports to evaluate fundraising performance.
- Implement technology solutions that strengthen donor communications and increase online giving.

Team Leadership

- Foster a collaborative, high-performing culture focused on philanthropy and relationship building.
- Meet regularly with team members to establish goals, and request support as needed.
- Support and attend professional development opportunities that strengthen fundraising capacity.
- Collaborate with team members to ensure development efforts align with program impact and organizational communications.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Minimum **7 years** of progressively responsible fundraising experience within nonprofit, higher education, or social impact organizations.
- Demonstrated success securing major individuals gifts, six- and seven-figure gifts from corporations, foundations, and public funding sources.
- Proven ability to build and sustain strong donor relationships resulting in increased philanthropic investment.
- Experience developing comprehensive fundraising strategies and managing multiple revenue streams.
- Experience securing state and/or federal funding preferred.
- Strong knowledge of major gifts, annual giving, planned giving, grant writing, corporate partnerships, stewardship, and fundraising events.
- Experience working closely with executive leadership and Boards of Directors.
- Proficiency with CRM systems, donor analytics, and fundraising technology.
- Exceptional written and verbal communication skills with the ability to craft compelling cases for support.
- Strong organizational, analytical, and project management skills.
- Commitment to diversity, equity, inclusion, and creating opportunities for historically underrepresented students.
- Passion for Waterbury Promise's mission and belief in the transformative power of higher education.

BENEFITS

Insurance

- Low-Cost Health & Dental Insurance
- Life Insurance
- Long-Term Disability Coverage
- Accidental Death & Dismemberment Coverage

Retirement

- 401(k) with employer contribution equal to 5% of annual salary
- Employee voluntary contribution option

Paid Time Off

- Vacation Time
- Sick Time
- Paid Holidays

Additional Benefits

- Mileage reimbursement based on IRS rates
- Flexible work environment
- Professional development opportunities
- Meaningful work with a mission-driven team

To Apply:

As a mission-driven organization, we believe in supporting the needs of our team members so they can ACHIEVE SUCCESS! Join our growing team and help build a generation of college graduates in Waterbury. Interested candidates should submit a cover letter and resume detailing their qualifications and accomplishments relevant to the position.

Cover letters should be addressed to:

Kelonda Maull
Executive Director
Waterbury Promise

Email cover letters and resumes to Info@waterburyPromise.org.

This position will remain open until filled; applications will be reviewed on a rolling basis until a sufficient pool of qualified candidates is received.

INTERESTED IN LEARNING MORE?

Visit www.waterburypromise.org to learn more about the organization and the SUCCESS of Waterbury Scholars. For more information about the City of Waterbury, please visit www.waterburyct.org, www.thewaterbury.com, or Waterbury Public Schools at www.waterbury.k12.ct.us.

Waterbury Promise is committed to Affirmative Action and Equal Employment Opportunity principles. It is the policy of Waterbury Promise not to discriminate against applicants or employees on the basis of sex, gender identity or expression, sexual orientation, race, color, religious creed, national origin, physical or mental disability, or veteran status, or any other characteristic protected by applicable law.

WATERBURY PROMISE IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V