



## Learning Club Development Director Job Description

Learning Club provides a positive, pivotal education experience for the children in Kansas City who need it most. We meet students in their classrooms, in their neighborhoods, and at their doorsteps to educate and empower our community.

**Learning Club's Development Director** is responsible for developing and leading the implementation of the organization's fundraising strategy, raising over \$1.4 million each year from corporate partners, individual donors, foundations, and faith-based organizations. As Learning Club grows, diversifying revenue has been identified as a key strategic priority led by the Development Director in conjunction with the Executive Director. This position could be part-time or full-time for the right candidate, and duties would be adjusted accordingly.

### **Job Requirements:**

- At least five years of professional fundraising experience with demonstrated success
- Alignment with Learning Club values and mission
- Ability to attend some evening or weekend events
- Demonstrated strong interpersonal, written, and oral communication skills
- Experience identifying, soliciting, and growing relationships with donors
- Strong attention to detail with accurate data entry and word processing skills; CRM experience preferred; Google Workspace experience preferred
- Clear Learning Club background check

### **Key Responsibilities:**

#### **1. Fundraising Planning & Strategy**

- Work closely with the Executive Director to establish, maintain, and follow through on development goals that align with the organization's current needs and future growth.
- Develop annual fundraising plan and associated strategies and mobilize staff, Board members, and other stakeholders to help execute the plan.

#### **2. Individual Giving**

- Identify, cultivate, and solicit gifts from existing and new individual donors (including major, monthly, planned, and periodic donors). Lead the process of building donor relationships, managing the full donor lifecycle for individual giving.
- \*Generate three direct mail and e-appeals sent to about 1,500 supporters each year.
- Develop and implement individual donor stewardship strategies aimed at maintaining donor renewal rates and donor engagement with the organization.

#### **3. Corporate, Religious, & Foundation Funding**

- Maintain current corporate, religious, and foundation funders.
- Enhance and execute a robust Corporate Sponsorship cultivation program.

- Identify prospective new funding sources and manage the full lifecycle of donor relationships from identification to solicitation to stewardship.
- Work with other staff to write and submit grant proposals and reports by deadlines.
- Give presentations and attend networking events in the community with the goal of raising awareness for the organization and cultivating new donor relationships.

#### **4. Fundraising Systems**

- Oversee fundraising systems, including donor records, gift processing, grant tracking, internal controls, and report generation to track fundraising progress.
- Lead Learning Club's gift acknowledgment processes.
- \*Design and execute one fundraising event that aligns to the mission of the organization, builds awareness, and engages the Learning Club community.

#### **5. \*Marketing/Communications (flexible based on scheduled hours)**

- \*Set and execute strategies to grow the organization's digital presence related to social media, traditional media (e.g. radio, podcast, news outlets), and website.
- \*Lead initiatives to enhance donor engagement using digital platforms and tools.
- Assist in the development of an annual report.

#### **6. Administrative Duties**

- \*Work with the Executive Director to present fundraising updates for Board meetings.
- Assist in budget preparations and track expenses accurately.
- Contribute to the development of Learning Club's strategic goals and objectives.

#### **Position information:**

- Part-time or full-time position. Based on the interest of the applicant, minimum 50% commitment (20 hours/week), maximum 75% (30 hours/week). Responsibilities marked with an asterisk (\*) may be adjusted depending on the agreed-upon schedule.
- Learning Club's office is at 3027 N. 54th St. in Kansas City, Kansas. Work is performed on-site in the office, at schools, and in community centers throughout KCK. This role requires active engagement with the community, including attending in-person events and meetings throughout the KC area. Remote options are not available.

- **Compensation:**

- Salary calculated at \$35-42/hour based on education and experience; for example, 20 hours/week range is \$36,400-\$43,680; 30 hours/week range is \$54,600-\$70,200.
- Monthly stipend in lieu of company-provided healthcare for full-time employees
- Paid Time Off for all full- and part-time employees

Learning Club is an equal opportunity employer. We do not discriminate in advertising, hiring, or employment based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, ancestry, disability, age, genetic information, or any other status protected by applicable law. We also prohibit retaliation. Employment with Learning Club is at-will.

**To be considered, please send a cover letter and résumé to [Jobs@LearningClubKCK.org](mailto:Jobs@LearningClubKCK.org).**