Director of Development

Warrior Canine Connection – Boyds, MD

Experienced fundraising leader needed – build donor relationships and help advance our mission of providing life-changing service dogs for Veterans!

Warrior Canine Connection has an immediate opening for the Director of Development at our Boyds, Maryland program location. This job requires minimum of 7-10 years of progressively responsible fundraising, development, advancement, or nonprofit leadership experience and 3-5 years of supervisory experience leading employees, contractors, and consultants.

Warrior Canine Connection is a nonprofit organization with a unique and highly effective service dog training model we call Mission Based Trauma Recovery. In short, active-duty Service Members and Military Veterans with combat related stress are engaged to help us train Golden Retrievers and Labradors to be service dogs.

As Director of Development, you'll lead fundraising and donor engagement to advance the mission. You'll shape development strategy, cultivate major gifts and planned giving, and build strong relationships with donors, and community partners. You'll plan, direct, and coordinate Development activities and major fundraising activities by performing the following duties personally or through managing subordinates and assigned contractor personnel. This position reports to the Executive Director.

What the job involves:

Regular duties include the following:

A. Strategic Planning Support
   - Guides development of programs goals and objectives, and apportioning targeted $5.5M budget against those defined goals, objectives and programs.
   - Develops strategy in leveraging and synchronizing core programs, assets, and areas of expertise to target fundraising opportunities.
   - Assists fellow Directors and Senior Leadership in collaboratively establishing fundraising priorities and performance metrics that are: Specific, Measurable, Attainable, Realistic, and Timely to track and align with achievement of organizational objectives, resulting in an expanded donor base and ability to reach targeted goals and objectives.

B. Fund Raising
   - Establishes short- and long-range goals for endowment, restricted and unrestricted funding sources and leads and organizes fundraising activities of Leadership and staff.
   - Develops strategies and orchestrates methods of approach to donors in accordance with defined goals and objectives, measures success related to supporting those goals and objectives.

- Oversees research of public and private grant sources (corporations and foundations) to identify sources of restricted and unrestricted funding.
- Works with Directors to develop funding-related projects and funding priorities that support defined goals and objectives.
- Leads individual donor and annual giving campaigns (e.g., capital, major donors, direct mail, e-mail and Board of Directors).
- Organizes solicitation drives for pledges of ongoing support from corporations, and foundations, and measures effectiveness of approach and results.

C. Major Gift/Donor Support
- Utilizing in-house graphic design support, produces major donor, Board of Directors and special category solicitations/support materials with the intent to retain or upgrade gifts when possible.
- Leads donor cultivation efforts by developing standard operating procedures to synchronize personnel in their donor cultivation pursuits.
- Produces specialized correspondence; schedules and attends, as needed, in-person visits; ensures letters of acknowledgment are timely and accurate.

D. Database and Records Management
- Supervises and coordinates activities of assigned Development personnel engaged in maintaining electronic and paper records of contributors and grants.
- Maintains security and quality controls.
- Generates queries, reports, exports and any other collection data as needed in coordination with the Director of Finance.

E. Unrestricted Income Financial Reporting Support
- Provides Quality Assurance checks and balances to the Director of Finance and accurate gift entry of restricted and unrestricted income and its sources.
- Provides spot-check quality assurance that funds raised are traced to appropriate budget activities in coordination with the Director of Finance.
- Assists Executive Director and Director of Finance in developing financial procedures and policies to support organizational goals and objectives in accordance with developed strategies.
- Interfaces with fellow Directors to fulfill information requests and maintain reporting accuracy.

F. Supervisory Responsibilities
- Directly supervises 4 employees/consultants (3.5 FTE personnel) assigned to the Development Department.
- Carries out supervisory responsibilities in accordance with established policies and applicable laws. Responsibilities include interviewing, hiring, and training employees and contractors; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

G. Other

- Attends functions as directed in accordance with hours defined in offer letter, and corporate events representing the organization to cultivate donors.
- Works a minimum of three days per week (core hours) on-site at office location, travel as needed, including occasional evening and weekend fundraising or organizational events. Travel will be accounted for and reimbursed.
- Other duties consistent with the above as assigned on an as needed or on-going basis.

Required Education, Skills, Background

- Bachelor's degree in Nonprofit Management, Business Administration, Communications, Marketing, Public Administration, or a related field, or an equivalent combination of education and experience.
- Minimum of 7-10 years of progressively responsible fundraising, development, advancement, or nonprofit leadership experience.
- Minimum of 3-5 years of supervisory experience leading employees, contractors, and or consultants.
- Proven track record of developing and executing comprehensive fundraising strategies that achieve revenue goals and support organizational objectives.
- Demonstrated success securing and managing diverse funding sources, including major gifts, individual donors, corporate sponsorships, foundation grants, federal grants, and unrestricted funding.
- Experience leading and managing multiple fundraising initiatives, including annual giving, major gifts, corporate partnerships, grant funding, capital campaigns, or direct solicitation efforts.
- Demonstrated success cultivating, soliciting, stewarding, and retaining donor relationships while expanding philanthropic support.
- Ability to develop strategic plans, establish measurable goals and performance metrics, monitor progress, and evaluate fundraising effectiveness.
- Experience collaborating with executive leadership, boards of directors, and cross-functional teams to align fundraising priorities with organizational goals.
- Strong fundraising analytics skills, including the ability to evaluate performance metrics, identify trends, and assess fundraising effectiveness.
- Proficiency with donor management systems (CRM/database platforms), donor record management, reporting tools, and data quality controls.
- Ability to analyze fundraising performance data, generate reports and metrics, and use data to inform decision-making and resource allocation.
- Excellent written and verbal communication skills, including preparing donor correspondence, solicitation materials, proposals, presentations, and reports.
- Strong leadership, project management, organizational, relationship-building, and problem-solving skills.
- Ability to professionally represent the organization at donor meetings, fundraising events, community functions, and other stakeholder engagements.

Desired Experience, Skills, Background

- Master's degree in Nonprofit Management, Business Administration, Public Administration, or a related field.
- Certified Fund Raising Executive (CFRE) credential or other relevant fundraising certification.
- Experience overseeing a fundraising program or portfolio with annual revenue goals of $5 million or more.
- Experience building, improving, or scaling fundraising operations, donor cultivation systems, and development processes within a growing organization.
- Experience working in a mission-driven nonprofit organization, preferably in the human services, veterans' services, healthcare, behavioral health, or related sectors, with an understanding of restricted and unrestricted funding practices.

Compensation and Benefits:

Exceptional compensation package including salary, medical, dental, and retirement benefits for full-time employees.
Job Type: Full-time, on-site and remote.
Salary: $90,000-120,000 annually, commensurate with experience.

To Apply:

To apply for this position, please provide a cover letter and resume to HR@warriorcanineconnection.org Attention “Director of Development.”

Warrior Canine Connection is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, age, national or ethnic origin, disability, or any other characteristic protected by law. We strongly encourage qualified veterans, service members, and military family members to apply.