



## **EMPLOYMENT OPPORTUNITY**

### **Director of Development**

#### **OVERVIEW**

The USA Deaf Sports Federation (USADSF), a national governing body recognized by the International Committee of Sports for the Deaf (ICSD), is seeking an experienced Development Director. Under the supervision of the USADSF Executive Director, the Director of Development will be responsible for spearheading development efforts as USADSF continues to grow. A new position in the organization, the director will have the opportunity to build the development function for USADSF.

#### **POSITION SUMMARY**

The Director of Development is responsible for planning, organizing and directing all of USADSF's fundraising including grant-writing, the major gifts program, annual fund, planned giving, special events, and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

#### **QUALIFICATIONS**

- Strong interpersonal, verbal, writing and communication skills.
- Knowledge and experience in fundraising techniques, particularly major gift fundraising, grant writing, and foundation relationships.
- Efficient communicator and ability to build relationships with various parties.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Strong knowledge in budget planning.
- Digital proficiency
- High degree of integrity and passion in seeking funds for USADSF.
- BA/BS degree in business, marketing, finance, public relations or degrees relevant to development
- 4+ years of fundraising experience.
- Knowledge of American Sign Language desired.



## **JOB RESPONSIBILITIES**

- Develop and execute USADSF's strategic fundraising plan
- Meet prospective donors and supporters with the Executive Director on a continuing basis in order establish effective relationships.
- Secure financial support from individuals, foundations and corporations.
- Oversee special fundraising events.
- Oversee grant seeking including research, proposal writing and reporting requirements
- Work closely with Executive Director on making public appearances/speaking engagements
- Develop print and digital marketing collateral related to fundraising.
- Perform other related duties as requested.

## **SALARY & BENEFITS**

This position is for a full-time independent contractor and salary will be commensurate with experience.

## **APPLICATION REQUIREMENTS**

Email resume, cover letter, and sample fundraising campaigns(s) to Jim Crane at USADSF: [Crane@USDeafSports.org](mailto:Crane@USDeafSports.org)

Deadline: February 15th, or until position filled. Interviews will take place during the last two weeks of February. The successful candidate will begin the job on March 1st (or earlier.)

## **ABOUT USADSF**

USA Deaf Sports Federation (USADSF) serves as the national governing body of deaf sport organizations in the United States. Its purpose is to regulate the rules of competition for affiliated organizations, facilitate the participation of US teams in international deaf competitions, and promote human rights and equity through sports. In its over 70 years of existence, the USADSF has produced national champions, international record-breakers and Deaflympic medalists, all in the everlasting pursuit of excellence.