



Director of Development Position Specification





Director of Development

Reporting To Chief Executive Officer

Location Remote

Background

Mission & Impact

The Monique Burr Foundation for Children (MBF) is a nonprofit organization dedicated to protecting children by providing the best comprehensive, evidence-based prevention education programs to grades Pre-K - 12. MBF Prevention Education Programs are comprehensive, evidence-based/evidence-informed, primary prevention programs based on polyvictimization research that educate and empower children, youth, and all relevant adults with information and strategies to prevent, recognize, and respond appropriately to child abuse (physical, emotional, sexual, and neglect), exploitation/trafficking, bullying, cyberbullying, and digital dangers. MBF programs are built on two foundational elements, the MBF 5 Safety Rules© and Safe Adults. MBF programs are developmentally appropriate and fun for kids while providing them with the language and understanding around how to keep themselves safe.



**1 out of 3 girls &
1 out of 5 boys**
will be sexually abused before
they reach age 18

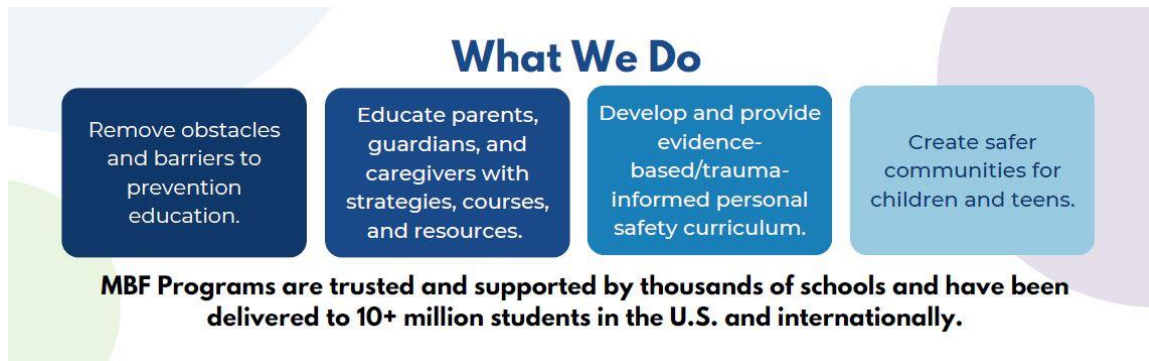
**90% of child sexual abuse victims
know the perpetrator**

Today, MBF is a \$3M nonprofit and leader in prevention education with programs serving 2 million students each year - and since inception its programs have served 11 million youth globally. MBF reaches youth in 39 states, Washington D.C., and six other countries including Bermuda, Cayman Islands, New Guinea, Czech Republic, South Korea and Canada. Over the last five years MBF has reached 660,000 students on average across Florida alone and has provided prevention education curricula to over 10,000 schools, child advocacy centers, and other youth-serving organizations.



History of the Monique Burr Foundation

MBF was started by Edward E. Burr in 1997 on the anniversary of the death of Monique Burr, his late wife, to continue her legacy of child protection and child advocacy. The organization's strategies have evolved, but its core mission has remained the same - to protect children by providing the best comprehensive, evidence-based prevention education programs.



Recent Highlights

In 2022, MBF recruited Tanya Ramos Puig to serve as MBF's Chief Executive Officer. Tanya brought to the organization three decades of leadership in the nonprofit space where she has been well known for her changemaking and youth advocacy. Tanya has brought renewed energy and focus to MBF. She has also increased the organization's fundraising and network of supporters, securing a significant partnership with Goya Foods, the largest Hispanic owned food company in the US. Additional highlights include:

- Developing and launching prevention programs for children in Pre-K years.
- Securing first-ever multiyear grants from the Ray & Kay Eckstein Foundation and Goya Foods.
- Piloting the [Inclusive Child Abuse and Victimization Prevention Education](#) project for children with special needs.

MBF Partners



You may learn more about MBF's [programs](#) and related offerings online, including their, [Bullying Prevention Month Toolkit](#) and lesson plans, [Resources for Parents](#) and free [Webinars](#).



The Role

Scope and Responsibilities

MBF is at an inflection point. With a foundation of successful programs, a growing community of supporters, a strong Board and staff, and a charismatic, fundraising savvy-CEO, the organization seeks to increase fundraising and scale impact. To advance this effort, MBF seeks a Director of Development.



This position will be a pivotal national role intended to shape the organization's longevity and ability to create impact at scale. The ideal candidate will have strong management, organizational, and interpersonal skills, as well as an ability to work collaboratively across the organization, and leverage the CEO and the Board. The Director will work alongside the CEO to develop a short-term and long-term fundraising strategy, cultivate relationships with prospective and existing donors, and effectively scale operational capacity. MBF is seeking a strategic, collaborative, and hands-on leader eager to contribute to the development of a growing fundraising department.

Specific Responsibilities

Leadership

- Working in partnership with MBF's CEO and staff, develop and implement an annual fundraising strategy; serve as an internal leader to implement this strategy and build towards impactful and measurable results.
- Work with MBF's CEO and Finance Department on annual budgeting process and goal setting.
- Identify and manage existing relationships with high-net worth individuals, corporate partners, and foundations.
- Explore state and federal funding opportunities to further diversify fundraising streams.
- Work alongside MBF's CEO to increase the existing \$4M budget with the goal of doubling in the next three to five years.
- Work alongside MBF's CEO to identify new fundraising opportunities and build the individual and corporate prospect pipeline.
- Work alongside MBF's CEO to develop a strategic moves management process, manage and grow portfolio of donors at the \$10,000+ level.
- Conduct mid-year and year-end reporting and ongoing communication with existing donors.
- Work with MBF's CEO to develop Advisory Board and or Ambassador's Circle for high-net worth donors.
- Develop timeline and execute on MBF's first-ever annual report and external facing donor impact reports in partnership with the marketing department.



- Determine how to best leverage MBF's CRM to track and steward donors, work with leadership to create dashboards and manage donor engagement. Work with Client Cloudcare (C2), MBF's external resource, to implement necessary changes.
- Harness data to drive accountability in forecasts, track metrics and determine activities required to develop donor pipeline to achieve results.
- Oversee proposals and report development for new and existing foundation support. Track deliverables and progress to goals alongside the program team. Develop internal system to track proposals and reports. Leverage external grant writer as needed.
- Leverage MBF's CEO and Board to support creative and out of the box strategies to elevate awareness for child abuse prevention among major brands interested in keeping children safe around the globe.
- Partner with MBF's CEO and marketing department to develop fundraising campaigns.
- Develop and report on KPIs for revenue generation.
- Establish and maintain relationships with key stakeholders, funders, and community leaders. Leverage team to steward these relationships and explore opportunities for diversifying revenue.
- Provide support to MBF's CEO in fundraising efforts and give/get guidelines for the Board of Directors.
- Develop efficient and effective processes leveraging existing CRM through Salesforce.

Development Department Oversight

- Recruit, hire, train, and coach team members to support organizational growth and high-performing teams.
- Advance a culture of accountability and outline agreed upon, achievable, goals among team members.
- Ensure open lines of communication and avoid silos between the Program, Finance, Marketing & Development Departments.
- Proactively support team members, including in-person mentoring, to set and reach goals and maintain a culture of continuous improvement and passion for the mission.
- Guide the team to increase partnerships with donors, brands, and funders to continue to support the mission.
- Support MBF's CEO and Finance Department in managing annual and multi-year cultivation/growth plans.
- Alongside the finance department, be responsible for income tracking and forecasting.

Major Events

- In collaboration with MBF's CEO, develop strategy for donor events to support brand awareness and funding opportunities.
- Provide oversight and manage existing fundraising events (two annually.) Develop other fundraising events to raise awareness among prospective donors.
- Responsible for all aspects of event planning, including stewarding and soliciting donors, securing sponsorships, pre-committed funds, auction donations, pre- and post-event communication.



- Manage Committee meetings and external teams supporting the execution of donor events.
- Partner with Marketing Department on logistics and external communication, and Finance Department on budgeting and invoicing.
- Represent MBF at fundraising and awareness-building events and donor cultivation meetings.

Key Selection Criteria

- Bachelor's degree in related field of study. Master's Degree a plus.
- Minimum 7+ years related work experience managing teams, acting as both a manager and firsthand implementor, with direct experience in the non-profit sector, specifically revenue generating roles.
- Fundraising experience; a proven track record of diversifying revenue and securing multi-year gifts and six-figure donations from a range of sources (individuals, corporations, and foundations.)
- Fundraising success in a fast-paced environment and for an organization in the early stage of revenue diversification.
- Collaborative and results-oriented approach to setting and meeting goals and enhancing stakeholder involvement.
- Experience working successfully across teams; an ability to be successful and thrive in an entrepreneurial structure.
- Experience writing clear and effective donor-facing documents such as proposals and reports.
- Excellent writing and communication skills, multi-lingual candidates a plus.
- Proven ability to manage multiple projects and priorities independently and collaboratively with a team.
- Experience with key tools and levers that drive performance diversifying fundraising opportunities– CRM systems, forecasting, strategic planning, and donor pipeline development.
- Effective in maintaining high-quality work and low overhead.
- Some evening and/or weekend work; travel required particularly during first three months of employment and prior to major fundraising events.

Personal / Professional Attributes

- Highly motivated, driven, and creative team player with demonstrated commitment to the organization and ability to work in a collaborative, team environment.
- A self-starter able to thoughtfully partner with and manage up to a CEO.
- Proven leadership and teambuilding abilities, including ability to motivate, coach, and educate staff members and establish a culture of community.
- An inspiring and engaging people leader and communicator, able to set a vision and gain followership.
- Hands-on experience in all aspects of nonprofit fundraising/outreach, proposal development, and funder/partner relations. An analytical thinker and operator who enjoys scaling organizations.



- An ability to plan and execute projects, working collaboratively across multiple teams, geographies, and time zones to meet ambitious goals.
- Excellent organizational and time management skills with the ability to prioritize and effectively handle multiple priorities with tight deadlines.
- Ability to troubleshoot, identify options and problem-solve using excellent reasoning and sound judgment.
- Tech savvy and an ability to utilize new systems.
- Strong relationship orientation.
- Curiosity and an interest in learning.
- A sense of accountability as well as a sense of humor.

Compensation

Comprehensive health and other benefits. Salary will be commensurate with experience and potential for impact.

Application Instructions

To apply, please submit a cover letter and resume to Emma Kemper at ekemper@dhrglobal.com.

Contact Information

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