



Position Announcement

**Director of Development**

Voices Together  
Durham/Chapel Hill, North Carolina

July 2019



## Voices Together

### **Position Description: Director of Development**

**Applications will be accepted until August 26, 2019 or until position is filled.**

Voices Together, an innovative and leading nonprofit provider of specialized music therapy services to children, teens, and adults with developmental and intellectual disabilities, seeks a Director of Development to lead its fundraising efforts during a time of tremendous growth and opportunity. The successful candidate will be a goal-oriented fundraiser with demonstrated experience managing first-class fundraising programs with diversified strategies including prospect pipeline development, annual appeals, personal cultivation of major gifts, grant writing, and stewardship. The Director of Development will be a confident, self-starter who can work effectively with staff and volunteer leadership to increase the base of support so that more people can benefit from Voices Together's evidence-based, proven model for improving the lives of the individuals and families it serves.

### **Voices Together Background**

Voices Together is a 501(c)(3) nonprofit organization whose mission is *to empower individuals with developmental disabilities to transform their own lives*, so they may reach their maximum potential and be fully included members in the community. Since 2007, Voices Together has produced transformational outcomes for children, teens, and adults in central North Carolina whose needs include sensory processing disorder, Autism Spectrum Disorder, developmental and intellectual disabilities, Down Syndrome, Cerebral Palsy, and learning disabilities.

Key to the organization's success has been its innovative evidence-based music therapy model VOICSS®, which seamlessly integrates music and language development to promote critical communication skills while helping students identify and express emotions and engage socially. Voices Together's four core programs include:

1. VOICSS® in Education – Serving students, pre-school to 12<sup>th</sup> grade, in special education classrooms in the Triangle and Triad areas of North Carolina.
2. VOICSS® in the Community – Providing individual and group music therapy sessions to children, teens, and adults in Greensboro, Raleigh, Durham, and Chapel Hill;
3. VOICSS® in Vocational Training – Helping participants, ages 14 to 21, prepare for work readiness through language, social/emotional skills, and self-advocacy counseling and practice. Currently in 11 districts and expanding to potentially 15 by January.
4. VOICSS® in Early Intervention – Targeting participants, ages 3 to 5, to expand language development, socialization, and expression of emotions.

A seven-member Board of Directors governs Voices Together with representation from the academic, medical, business, and non-profit communities. A 12-member Board of Advisors provides additional content expertise and community connections. Voices Together Founder and CEO, Yasmine White, has nearly 30 years of experience as a music therapist working with this population. She has grown the organization from serving approximately 80 individuals in 2008 to approximately 1,300 individuals in 2019, through partnerships with the NC Department of Public Instruction, NC Department of Health and Human Services, Duke University, and private foundation supporters. The Director of Development will be part of the CEO's management team that also includes the Senior Music Therapist, Pre-Employment Transition Services Program Manager, and the Finance Manager. The number of music therapists on staff is expanding from six to 12.

In 2018, the organization's financial picture changed considerably when it secured a \$1.2 million, five-year contract from the NC Department of Health and Human Services Division of Vocational Rehabilitation Services to provide Pre-Employment Transition Services (Pre-ETS) workplace readiness training for students, ages 14 to 21. Voices Together had been providing these services for years, and this contract was a logical next step in the organization's growth, making possible significant expansion of its services to five school districts, community groups, and summer programs across the Piedmont. Voices Together's annual budget is approximately \$1.7 million, 80% of which is currently supported through the NCDHHS partnership and other government contracts. The organization's other revenue is generated through philanthropic support from individuals, foundations, and businesses (18%) and program fees (2%).

Voices Together's headquarters is currently located in Durham and will be relocating to expanded space in Chapel Hill in fall 2019. This exciting Triangle region of North Carolina is home to major universities and health centers, exudes an inspiring entrepreneurial spirit, and offers a variety of rich cultural, intellectual, outdoor, and athletic offerings, in addition to proximity to renowned beaches and mountains. Vibrant, diverse, and fast-growing, the Triangle region consistently ranks high in numerous publications as one of the best places to live, work, and play in the nation.

## **Position Highlights**

### **Reports to: CEO Yasmine White, MT-BC**

It is a new day for fundraising at Voices Together, and the organization is ready for a fundraising leader who can seize the opportunity and build a solid, high performing fundraising program. The Director of Development will need the skills and experience to assess the current program's strengths and areas for growth and then develop a multi-year fundraising plan, with ambitious yet reasonable goals, that includes strategies for diversifying and expanding Voices Together's base of support, stewarding donors, and growing the development team and operations. The CEO is seeking a colleague she can trust to create and implement this plan, keep her informed on progress toward goals, and advise her on where and how she can be most effective helping to create a new philanthropic culture. The Board is looking for a fundraising leader who can inspire and guide them in their roles as Voices Together ambassadors and fundraisers, advising them how the fundraising plan impacts future Board recruitment.

The Director of Development must be a confident and proven fundraiser with a history of routinely securing five- and six-figure gifts. Integrity and adherence to the highest professional values, as well as the ability to create meaningful relationships with prospects and donors, is critical. Having a connection to the subject matter is not as important as being excited about learning more and having empathy for the clients and their families and respect for what it takes to be an effective music therapist. Voices Together changes lives, and it needs a fundraiser who can inspire others to help change more lives.

Voices Together has always relied heavily upon foundation support, and now it is relying even more on government support. As Voices Together strives to expand its service footprint, so must the organization expand its donor base to include more supporters from the families it has personally impacted and others in the Triangle, Triad, and beyond who value this innovative work. The Director of Development will be responsible for leading the effort to diversify the donor pool to include more individuals, as well as businesses and foundations, for the organization's long-term

financial sustainability. This new focus will require setting clear goals and expectations and creating the structure and processes for effective prospect discovery, cultivation, and solicitation.

The Board of Directors, Board of Advisors, and other possible groups of volunteers will play a key role in future fundraising success, and the Director of Development must know how to inspire and lead volunteers for maximum effectiveness. Articulating the Voices Together case for support and gearing it to specific audiences will be critical to raising additional support for Voices Together's work. While communications and marketing are not a primary area of responsibility for this position, the Director of Development will play a role in ensuring that compelling fundraising messaging and materials are created and distributed, as needed.

Voices Together seeks a leader who has the vision and skills to grow a development office using best practices and tailored programs that will inspire interest in and donations to this particular mission. Currently, the Director of Development is the only full-time employee dedicated solely to fundraising, but this person will oversee 50% of a new administrative assistant's position and will supervise a contractor dedicated to grant writing. A Program Manager oversees the NCDHHS government contract reporting, and another part-time contractor assists with branding.

If you are a fundraising professional with the desire to build and implement a top-notch fundraising program for a cause that changes lives every day, this is an opportunity worthy of your consideration. It will challenge you and enrich your life beyond measure.

## **Duties and Responsibilities**

### Leadership and Planning

- Provide innovative, visionary, and strategic leadership for all development activities.
- In collaboration with the CEO, be an effective partner with the Board of Directors in setting development goals and keep the Board informed with regular reports on progress and challenges in meeting goals; equip the Board of Directors, Board of Advisors, and other fundraising volunteers with resources that will help them be effective ambassadors and fundraisers for Voices Together.
- Create a multi-year written plan for growing and diversifying revenue sources across individuals, businesses, foundations, government entities, and others, as appropriate, which will be shared with the CEO and the Board.
- Develop a written annual comprehensive plan with clearly defined goals, strategies, timelines, and assignment of responsibilities for raising budgeted revenue goals and making timely progress toward the multi-year fundraising plan.
- Manage and monitor an annual development program budget and track progress through monthly and annual reports.
- Build strong and effective relationships with other members of the Voices Together team to find ways to use their connections and expertise in fundraising efforts and to deepen your understanding and appreciation for the organization's work.
- Envision and plan for an expanded development office that will support the future growth of the organization.
- Hire, supervise, and set clear goals and expectations for contractors (and possible future staff).
- Develop and monitor the execution of policies and procedures for the development program that reflect best practices.

- Be a passionate, visible, and informed advocate for Voices Together and serve as one of its key spokespersons, actively seeking opportunities to engage with the broader community and to participate in events that position Voices Together for greater visibility and increased fundraising.
- Develop a thorough knowledge of the history, programs, and major milestones of the organization and the key leadership, volunteers, and donors who have contributed to its success.

#### Fundraising and Stewardship

- Identify, cultivate, and solicit gifts from a diverse group of individuals, businesses, and foundations, with an emphasis on significantly increasing support from individuals.
- Develop effective strategies for inspiring new donors and retaining existing donors, and track progress on these strategies through a moves management system.
- Identify and manage a portfolio of top donors and major donor prospects and support the CEO with her portfolio of top donors and prospects, as needed.
- Train, mentor, and support Board members in their donor and prospect engagement activities. Seek ways to maximize their personal giving and participation in fundraising.
- Research potential grants from foundations and government entities and coordinate with the CEO to determine which ones to pursue; cultivate and steward key leaders from grant-making entities; and oversee the development and submission of grant proposals and reports.
- Oversee the development of fundraising appeals and communications, ensuring that all communications and materials have a unified, consistent message and look and that fundraising messages are included in materials used throughout the organization.
- Ensure donors at all gift levels are appropriately acknowledged and stewarded for their support.

#### Donor Data Management and Gift Processing

- Maintain up-to-date policies and procedures related to donor database management. Voices Together uses Bloomerang for its donor database.
- Work with the Finance Manager and auditor to maintain policies and procedures related to gift processing, acceptance, and acknowledgement.
- Oversee the maintenance of accurate and timely records of gifts, pledges, and payments on pledges in the donor database, in addition to maintaining records of cultivation conversations with prospects and donors.

### **Required Qualifications and Skills**

- Bachelor's degree required.
- Seven or more years of professional experience working in nonprofit organizations, with a proven track record of fundraising success as well as creating or improving fundraising programs. Experience fundraising with similar organizations is a plus.
- Fearless and astute fundraiser with a full range of fundraising experience in the areas of raising major gifts (\$10,000 or more), annual appeals, grants, and special events.
- Organized, with exceptional planning skills; goal-, result-, and detail-oriented, with the ability to set and meet deadlines; able to construct, articulate, implement, and evaluate written plans.
- Proven track record achieving ambitious revenue targets in a highly competitive environment.

- Confident, self-starter; can manage competing demands and work independently without close oversight.
- Demonstrates integrity, treats colleagues and donors with respect, puts the fundraising needs of the organization above personal ambitions, can be trusted, and maintains confidentiality.
- Excellent communication skills, both written and oral.
- Ability to engage, influence, and build trust with a wide range of donors, Board members, colleagues, and other key stakeholders.
- Energetic and skilled networker who enjoys community engagement, attending events, and participating in activities to position the organization for success.
- Commitment to diversity and a history of working effectively with all people irrespective of their economic status, ethnicity, gender, educational level, sexual orientation, or disabilities.
- Ability to analyze data for developing prospect strategies and reporting on progress toward goals.
- Direct experience entering data and extracting reports from donor databases.
- Flexible and adaptable work style with the ability to work nights and weekends.
- High energy and passion for the mission of Voices Together; empathy for the people Voices Together serves; and respect for the professionals providing these services.

### **Compensation**

Salary and benefits for the position are competitive within the nonprofit field and based on experience.

### **To Apply**

Submit one document that includes your cover letter (providing your salary requirements and how you learned about the position) and your resume, and send via email to:

Yasmine White, MT-BC  
CEO, Voices Together  
[VTSearch@mossandross.com](mailto:VTSearch@mossandross.com)

Applications will be accepted until August 26, 2019, or until the position is filled. Voices Together is an Equal Opportunity Employer.

Writing samples and five references will be required from finalists. Background checks will be conducted before a final offer is made.

The consulting firm of moss+ross ([www.mossandross.com](http://www.mossandross.com)) has been retained to assist with this search.