



Promoting Independence and Opportunities for People with Vision Loss.

## **Position Description**

### **Director of Development**

#### **About INSIGHT**

Founded in 1925 as the Rhode Island Association for the Blind, IN-SIGHT's mission is to inspire confidence and build skills that help people who are visually impaired and blind to thrive and succeed.

In 2022, the agency provided services to almost 900 adults and children who are blind and visually impaired. These services included low vision evaluations, independent living skills training, workshops, support groups, recreational activities, and a summer youth camp.

#### **Position Background**

This is a new position at IN-SIGHT that presents the selected candidate with the opportunity to make a significant difference in the lives of people living with visual impairments. Reporting to the Executive Director, the Director of Development increases awareness of the agency's services and grows philanthropic support for its mission by stewarding current donors, identifying, and cultivating new donors, building relationships with major donors, executing special events, and expanding the community's awareness of the agency's work.

#### **Essential Functions**

- In partnership with the Executive Director, develops a development plan that includes one year, five year, and longer term objectives.
- Actively manages donor recruitment, recognition, and cultivation.
- Plans and successfully implements an annual signature event that provides funding and visibility for the agency.

[www.in-sight.org](http://www.in-sight.org)

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- Maintains a calendar of outreach activities including visits with eye care professionals; attendance at community events, workshops, health fairs; and speaker's bureau presentations.
- Creates and maintains awareness of IN-SIGHT on a variety of social media platforms.
- Develops outreach and education materials for distribution to referral sources and prospective clients.
- Provides ongoing training and support to the members of the Board of Directors and incorporates them into the agency's development efforts.
- Assists the Executive Director with the publication of the agency's donor newsletters and annual report.
- Assists the Executive Director with the writing, editing, and submission of corporate and foundation requests.
- Maintains accurate and up to date records.

### **Skills and Qualifications**

- Requires at least 5 years of demonstrated fundraising success including experience in personal and direct mail solicitations, corporate and foundation solicitations, event management, as well as donor identification and cultivation activities.
- A strong knowledge of Microsoft Office programs as well as Bloomerang, or similar CRM, is required.
- Strong creativity and project management skills are necessary as well as the ability to be a self-starter.
- Reliable source of transportation.

## **Compensation and Benefits**

- Annual salary: \$85,000 - \$95,000
- 11 paid holidays
- 22 days of paid time off (accrued at a rate of 3.173 hours per week)
- Access to a 401k and Roth 401k with 3% employer match
- Blue Cross Blue Shield *Blue Choice New England* \$1,000 deductible health insurance (35% employee co-share)
- Blue Cross Blue Shield Dental and Vision (35% employee co-share)