



# Development Director

## *Racquet Up Detroit*

Racquet Up Detroit is an out-of-school youth development program which uses the sport of squash, in combination with academic tutoring, literacy development, fitness education, community service, and mentoring to make a lasting positive impact on the lives of Detroit public school students. Founded in 2010 through a collaboration with the Squash and Education Alliance (SEA), Racquet Up works with over one hundred 5<sup>th</sup> through 12<sup>th</sup> grade students and 40 post-secondary graduates.

The organization is currently seeking an experienced Development Director to elevate fund development efforts to the next level, beginning in the fall of 2022. The Development Director will report to the CEO. The Development Director will be broadly responsible for building an effective and efficient development department, executing upon Racquet Up's 5-year Strategic Plan, including, but not limited to:

- Lead fundraising campaigns including, but not limited to: Annual Fund Mailing, Double Down, and capital and endowment campaigns
- Prospect foundation and corporate funding opportunities
- Manage grant writing and reporting process
- Coordinate donor recognition and appreciation including thank you letters and gifts
- Contribute to annual fundraising strategy and planning
- Analyze fundraising results and produce reports
- Oversee and integrate communications efforts including printed and electronic newsletters, website, social media
- Create marketing materials for various audiences including donors, volunteers, media, general public, students and families
- Help with preparation for board meetings
- Coordinate and facilitate regular Development Committee meetings
- Supervise and support the Development and Communications Coordinator
- Contribute to fulfillment of 5-year Strategic Plan
- Additional responsibilities as needed

### Skills and Experience

- Extensive fundraising and communications experience
- Direct supervisory experience of development staff
- Excellent interpersonal skills, including the ability to network and represent the organization externally
- Experience with donor management software, especially Salesforce
- Previous participation in strategic planning process and subsequent implementation phase
- Ability to see the big picture and plan for the long-term future, while also mastering daily details

Racquet Up Detroit is located at 6530 West Outer Drive, Detroit, 48235, the organization's new world-class headquarters which opened in February 2022.

The ideal candidate will be a high-energy, creative, hard-working, self-starter with strong communication, organizational, and interpersonal skills. Interested candidates should send a resume and cover letter highlighting relevant experience to Derek Aguirre, CEO, as an email attachment to [derek@racquetup.org](mailto:derek@racquetup.org). No phone calls please. Learn more at [www.racquetup.org](http://www.racquetup.org).

*Racquet Up Detroit is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, ethnicity, religion, sex, national origin, sexual orientation, disability, or veteran status. International candidates are welcome to apply.*