



Interfaith Alliance of Iowa celebrates religious freedom by championing the rights of individuals, promoting policies that protect both religion and democracy, and empowering diverse voices to challenge extremism. It enables progressive people of faith and no faith to use their voice and be active in the civic process.

### **DIRECTOR OF DEVELOPMENT AND COMMUNITY ENGAGEMENT**

Reports to: Executive Director

Office Location: Des Moines

Status: Full-Time Exempt

The Director of Development and Community Engagement will work with the Executive Director to promote the mission and goals of the organization through leadership in the areas of fund development, community engagement, and program management.

### **DUTIES & RESPONSIBILITIES**

- Work with Executive Director and board of directors to achieve organizational goals.
- Strengthen current fundraising strategies and develop new and creative fundraising initiatives to enhance organizational growth.
- Actively engage current donors in a positive manner.
- Identify and build relationships with prospective donors to increase the donor base in support of the work of the organization.
- Lead the efforts to identify and acquire new grant opportunities to support administration of the organization and program capacity. Accurately manage grant requirements, reporting, and deadlines.
- Strengthen community engagement efforts and expand the presence of the organization and its relationships with diverse religious, racial, and ethnic communities across Iowa.
- Provide staff support for current or new organizational programs, as needed.
- Collaborate with ally organizations, as needed, to build relationships and enhance the mission and goals of the organization.
- Provide support and assistance to other staff in a team approach, as needed.

### **QUALIFICATIONS AND SKILLS**

- Fully committed to the mission and work of the Interfaith Alliance of Iowa.
- Ability to work with people of all faiths and no faith and other diverse communities in a positive and constructive manner.
- Minimum three years of development experience with demonstrated proficiency in fundraising and donor relations (five years of experience preferred).

- Proficiency with utilizing and managing donor database systems.
- Grant writing experience with demonstrated success.
- Excellent writing skills required. Professional writing sample may be requested.
- Commitment and ability to work collaboratively with colleagues and ally organizations.
- Experience and comfort with public speaking.
- Detail-oriented and organized with good time management skills.
- Willingness to work flexible hours, as needed.
- Willingness to travel in-state, as needed. Valid driver's license, insurance, and reliable transportation required.

#### PHYSICAL STANDARDS

This position involves moderate work with occasional lifting or moving of up to 30 pounds and sitting or standing for long periods of time. The position requires ability to use computer equipment and the ability to communicate verbally and in written word. This position occasionally requires long hours and a flexible work schedule.

#### BENEFITS

Individual health insurance, retirement plan, vacation leave, and sick leave.

#### APPLICATION PROCESS

Submit cover letter and resume by email only:

- Connie Ryan, Executive Director, [connie@interfaithallianceiowa.org](mailto:connie@interfaithallianceiowa.org)

#### DEADLINE

Applications will be accepted until the position is filled. Applicant screening may begin immediately.

*Interfaith Alliance of Iowa is an equal opportunity employer and does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or any other characteristic protected by federal, state, or local law.*