



**BIRMINGHAM**

## **Director of Investor Relations**

**Position Title:** Director of Investor Relations

**Reports To:** Vice President of Impact & Investment

**Classification:** Salaried/Exempt

**Salary Range:** \$70k - \$99k

### **Position Summary:**

The Director of Investor Relations is responsible for planning, implementing, and managing REV's fund development efforts. Working with REV leadership, the Director will develop and implement an annual fundraising plan to increase giving to support the strategic direction of the organization. The Director will strengthen REV's financial stability by cultivating and maintaining positive relationships with current and prospective REV donors; developing and executing new fundraising strategies; and securing gifts from companies, individuals, and foundations.

### **Critical Roles:**

- Develop and implement an annual fund development plan to support REV operations and programs, consistently increasing revenue to meet organizational growth goals;
- Create and execute multi-year fundraising strategies to support implementation of growth plans for Downtown Birmingham and the Woodlawn commercial district;
- Secure financial support from corporate investors, including cultivation and stewardship of portfolio of 50+ corporate investors;
- Develop and implement a major gift strategy to grow individual giving;
- Oversee private and public grant strategy; supervise Investor Relations Manager to ensure grant applications and reports are effective and aligned with program and fund development goals;
- Work with members of REV's Board of Directors, in conjunction with the CEO and VP of Impact & Investment, to ensure their participation in investor relations efforts;
- Recruit sponsors for district and organizational events and programs, including, but not limited to: Downtown Holiday Magic and the Downtown Economic Vitality Report;
- Collaborate with communications team to develop solicitation materials, review annual reports, and ensure the REV message is communicated effectively to current and prospective funders;

- Plan and execute investor engagement events, including, but not limited to, happy hours, tours, and year-end celebration;
- Perform other duties and assume other responsibilities as assigned.

### **Knowledge, Skills, and Abilities:**

1. Solid, working knowledge of successful fundraising techniques, particularly major gift fundraising and donor cultivation;
2. Ability and willingness to make bold and strategic asks, follow up, and secure gifts;
3. Ability to lead and motivate team members in successfully accomplishing the strategic goals set by the organization;
4. Ability to communicate effectively, both orally and in writing, using a thorough knowledge of English grammar, spelling, and punctuation rules;
5. Ability to provide concise, thorough and articulate reports and presentations to a variety of audiences in both oral and written form;
6. Effective computer skills (Proficient in Windows, Outlook and Microsoft Office; experience utilizing CRM systems); and a willingness to master new programs to enhance REV's effectiveness;
7. Excellent attention to detail;
8. Ability to prioritize responsibilities, delegate tasks and efficiently manage time independently to accomplish a variety of duties, with limited oversight;
9. Ability to make good decisions and exercise good judgment at all times, particularly when communicating with parties outside of REV; and
10. Ability to practice a high level of confidentiality.

### **Physical Requirements:**

Requires the ability to sit and use a computer for extended periods of time, to navigate REV districts independently, and to operate a motor vehicle. Reasonable accommodations may be provided as necessary.

### **Qualifications:**

1. Bachelor's degree;
2. 5 years of nonprofit fundraising experience, with experience asking for and closing major gifts;
3. Creative thinker, skilled problem solver, resourceful and outcome-oriented;
4. Proven ability to meet or exceed performance goals;
5. Proficiency in typical office procedures and routines, and with office equipment;
6. Flexibility to facilitate / participate in meetings and events outside of core business hours (i.e. nights, weekends, etc.); and
7. Valid driver's license for traveling between local businesses, properties and other locations as necessary, and access to a vehicle.

Interested candidates should email a resume and cover letter to Merrick Bonner, Vice President of Impact & Investment, at [jobs@revbirmingham.org](mailto:jobs@revbirmingham.org).