Director of Development – Mount Kisco Child Care Center (MKCCC)
Full-Time | Exempt
Reports to: Executive Director

About MKCCC
Mount Kisco Child Care Center (MKCCC) is a nonprofit organization dedicated to helping working families thrive by providing equitable access to high-quality child care and early education to a diverse group of children through innovative, developmentally appropriate programming and a holistic approach to supporting family needs.

Position Summary
MKCCC's Director of Development is a strategic and relationship-driven fundraising professional responsible for leading MKCCC's development, communications, and special events. The Director oversees all aspects of individual giving, corporate and major gifts, grants (in collaboration with a grant writer), donor relations, and event-based fundraising.

In addition, the Director provides direct supervision of a Development Manager who is responsible for database management, website maintenance, social media, email campaigns, and the production of newsletters, marketing assets, event collateral, and other communications.

This role serves as the primary lead for MKCCC's signature fundraising events, including the annual Feed Me Fresh: An Edible Evening gala, and works closely with the Board of Directors to strengthen philanthropic engagement.

The ideal candidate is collaborative, organized, and passionate about MKCCC's mission to provide equitable access to high-quality care and early childhood education.

Key Responsibilities
Fundraising Strategy & Revenue Development

- Develop and implement a comprehensive annual fundraising plan aligned with MKCCC's strategic and financial goals.
- Manage a diversified fundraising portfolio including annual giving, major gifts, grants, corporate partnerships, planned giving, and events.
- Identify, cultivate, and expand donor networks, partnerships, foundations, and corporate supporters.
- Partner with the Executive Director and Board of Directors to support and encourage active board involvement in fundraising initiatives.

Board Engagement & Committee Support

- Serve as the primary staff liaison to the Development Committee of the Board of Directors.
- Collaborate with the Committee Chair to set agendas, prepare materials, track progress, and support committee members in fulfilling their fundraising goals.
- Work closely with board members to strengthen donor cultivation, sponsorship outreach, and community engagement.
- Provide organizational and administrative support to event-specific committees (including the Feed Me Fresh gala and Spring Fling event), ensuring committee members have the tools and guidance needed for successful event planning and fundraising.

Grant Oversight

- Oversee MKCCC's grant strategy, calendar, and reporting to ensure timely submissions and accurate compliance.
- Supervise and collaborate with the freelance grant writer, including coordination of proposal content, program data, budgeting materials, and impact storytelling.
- Partner with staff to gather data and outcomes for grant applications and reports.

Special Events (including Feed Me Fresh: An Edible Evening)

- Lead all aspects of MKCCC's special events, from conception through execution.
- Direct planning, logistics, sponsorship outreach, marketing, auctions/raffles, and volunteer coordination for events.
- Manage and support event committees through clear communication, organization, and leadership.
- Ensure the annual Feed Me Fresh gala meets revenue, engagement, and mission-focused goals each year.
- Evaluate event performance and identify opportunities for growth, execution improvement, and deeper donor engagement.

Donor Relations & Stewardship

- Develop and implement cultivation strategies to engage new donors, deepen relationships of current supporters, and increase retention.
- Work with Executive Director on personalized outreach efforts such as meetings, calls, tours, and follow-up communication—with supporters of all types.
- Ensure accurate donor records, reports, and acknowledgment letters via the donor CRM/database, in collaboration with the Development Manager who maintains database accuracy and is responsible for issuing donor acknowledgments.

Marketing & Communications

- Oversee MKCCC's communication strategy, ensuring consistent and compelling messaging.
- Drive the development of newsletters, omni-channel campaigns, annual reports, event collateral, impact stories, and digital content.
- Provide strategic oversight and supervision of the Development Manager, who executes website updates, manages social media channels, produces email

campaigns, newsletters, marketing assets, event collateral, and other communications.

Leadership & Collaboration

- Serve as a key member of the leadership team and contribute to organizational planning and decision-making.
- Supervise the Development Manager, freelance grant writer, consultants, committees, and volunteers as needed, ensuring aligned goals and coordinated workflow across fundraising and communications functions.
- Work closely with staff to generate stories, photos, and measurable outcomes for fundraising and communications.

Qualifications

- Bachelor's degree required; advanced degree or CFRE preferred.
- 5–7+ years of progressive experience in nonprofit development
- Experience supervising staff and/or managing development teams.
- Proven success in fundraising strategy, budget oversight, and revenue forecasting.
- Strong experience in communications, event management, and donor cultivation.
- Experience working with or supporting nonprofit boards and board committees.
- Exceptional written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple priorities simultaneously.
- Proficiency with donor management systems (e.g., DonorPerfect).
- Collaborative team player with a strong commitment to MKCCC's mission.

Compensation & Benefits

Salary range is $80,000 to $100,000 commensurate with experience and qualifications. Benefits include health insurance, paid time off, retirement plan professional development opportunities, and additional benefits according to MKCCC policy.

To apply – please email your resume and cover letter to pbacker@mkccc.org with the subject line Director of Development Application. MKCCC will be accepting rolling applications until the position is filled.