



Director of Development

Reports to: Executive Director | **Position:** Full-time | **Starting Salary:** \$65,000 | **Location:** Memphis, TN

About MICR

Memphis Inner City Rugby (MICR) leverages the power of rugby to close the opportunity gap, create a relentlessly supportive community, and drive upward mobility for students living in under-resourced communities.

Cycles of generational poverty and systemic racism have created enormous gaps in access to basic athletic, academic, and developmental opportunities for young people across the city of Memphis. MICR tackles those gaps head-on, by providing a free, world-class experience that leverages the research-driven benefits of sport to promote skill and social development, alongside a holistic mentoring and programming infrastructure that persists year-over-year for students. Through meaningful relationships, quality coaching, and a supportive and accountable team environment, MICR walks with students through their formative years to help them acquire the skills, experiences, and connections that will allow them to thrive and excel.

Position Summary

In a small, fast paced and rapidly growing organization, the Director of Development is responsible for overseeing the successful execution of MICR's annual development and fundraising plan, managing up-to-date donor records in our CRM and managing a calendar of impactful fundraising events. MICR's DOD works closely with the Executive Director and staff to secure the financial resources, partnerships, visibility, and assets required to execute our mission. This position reports to the Executive Director and supervises one employee.

Roles & Responsibilities

Direct Fundraising

- Develop and execute MICR's annual development plan, in partnership with ED, to secure 100% of the revenues projected from individuals, foundations and corporations. Ultimately, the DODs performance is evaluated against this primary role and responsibility.
- Manage the implementation of Network for Good CRM and oversee accurate data entry and gift processing
- Maintain, sustain and cultivate strong ongoing relationships with major donors to increase giving overtime and increase YOY donor retention
- Manage a robust donor pipeline with fidelity, scheduling meetings, follow ups and executing direct solicitations of both new and existing donors
- Create and execute a strategy for increasing predictable and diversified YOY revenue streams
- Plan, organize and execute 4 annual fundraising events and/or campaigns
- Compose, edit and submit grant proposals

Marketing and Communications

- Oversee the creation of mission-aligned, powerful and marketable materials including 1-pagers, pitch decks and impact reports as well as visual brand standards, stock language and graphics
- Create and execute a social media strategy that increases MICR's following across all platforms and develops further engagement with our international audience
- Pitch, advocate and secure features for MICR in mission aligned publications including local papers, national media outlets and rugby-specific content platforms
- Support public outreach to promote visibility for MICR and foster positive relationships with key stakeholders

Staff Management & Leadership

- Supervise and support the development team, embedding a culture of philanthropy within the organization
- Support programming staff when needed and integrate into MICR's mission

Qualifications & Skills

- Bachelor's degree *required*
- Minimum of 3 - 5 years of experience responsible for grant writing, corporate sponsorships, and/or individual donor relations *required*
- Deep experiences and genuine passion for youth development, specifically sport-based-youth-development, rugby and/or social justice advocacy and mission-driven work
- Understanding of the Memphis community and its philanthropic landscape, along with a record of connecting with local businesses, community groups, and civic leaders
- Outstanding relationship building skills with a high degree of comfort networking, building connections and functioning as an authentic ambassador for a cause
- Ability to manage budgets, compile data, create reports, and maintain accurate records with strong attention to detail
- Exceptional verbal and written communication skills with disciplined attention to detail
- A self starter with a solutions oriented mindset able to work well independently as well as part of a team

The Fine Print

- Full-time position, 40+ hours per week, must be flexible to work some nights and weekends
- Position comes with medical, dental, vision insurance & 401k match after one year of employment
- 15 days of paid vacation; 15 paid holidays; half-day summer Fridays
- A flexible work environment including a hybrid work schedule
- Must have transportation and be able to travel to different locations throughout Memphis on a daily basis.
- Salary for this position starts at \$65,000 with the opportunity for negotiation based on experience and qualifications.

How to Apply

- Submit a resume and cover letter using the following link:
<https://jobs.gusto.com/postings/memphis-inner-city-rugby-director-of-development-0c7d024f-0492-4cf9-ae7d-513e6c3e15a6>
- Applications will be reviewed on a rolling basis and will remain open until the position is filled
- Interviews are expected to begin in early May with an expected start date of **Monday, July 7th, 2025**

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