



Canopy Center

Job Announcement - Development Director

Help us make a difference for children and families. We're looking for an energetic, outgoing fundraiser who's excited to build relationships, engage with the community, and grow support for Canopy Center's work.

About us:

Canopy Center is a nonprofit agency in Madison, Wisconsin, that provides services to children and families in our community impacted by trauma and adversity.

With a small paid staff and many volunteers, we operate three direct service programs: **CASA of Dane & Columbia Counties**, which pairs community volunteers (Court-Appointed Special Advocates) with children under court protection; **Oasis**, a certified mental health clinic that offers individual, family, and group therapy to people who have been affected by child sexual abuse; and **Parent to Child**, which partners with Dane County Human Services to extend supervised visitation services.

Job Title:

Development Director

Position Summary:

The Development Director serves as the strategic leader for all fundraising and revenue-generation initiatives. This role is responsible for designing and executing a comprehensive fundraising strategy that expands the organization's donor base, deepens existing donor relationships, secures foundation, corporate and government grants, and oversees impactful special events. The ideal candidate is a proactive relationship builder, persuasive writer, and data-informed strategist dedicated to sustaining and scaling the organization's mission.

Qualifications:

- **Experience:** 5+ years of progressive professional fundraising experience, with at least 2 years in a leadership or senior development role.
- **Proven Track Record:** Demonstrated success in securing major gifts, winning competitive grant applications, and executing profitable special events.
- **Strategic Thinking:** Ability to translate organizational goals into actionable, multi-faceted revenue strategies.
- **Communication Skills:** Exceptional written and verbal communication skills, with a proven ability to write compelling grant proposals and deliver engaging presentations.

- **Technical Proficiency:** Experience managing fundraising software and CRM. Experience with Salesforce and/or the ability to effectively learn and use the system is essential.
- **Interpersonal Savvy:** Strong empathy, active listening skills, and the ability to build trust quickly with donors, board members, staff, and community partners.
- **Education** (preferred): Bachelor's degree in Communications, Non-Profit Management, Business Administration, or a related field

An ideal candidate values:

- Meaningful relationships
- Community engagement
- Mission-driven growth

Position Details

Official Duties:

Strategic Leadership & Revenue Planning

- Develop and execute an annual, multi-channel development plan to meet or exceed budgetary goals across individual giving, major gifts, grants, corporate sponsorships, and events.
- Partner with the Executive Director and Board of Directors to align fundraising strategy with organizational growth priorities.
- Establish key performance indicators (KPIs) to track fundraising performance, donor retention, and campaign ROI, providing regular reports to executive leadership and the Board.
- Maintain oversight of the development budget, ensuring cost-effective allocation of fundraising resources.

Donor Base Expansion & Major Gifts

- Identify, research, and cultivate new individual, major, and corporate donor prospects to continually grow the pipeline.
- Build and manage a portfolio of current and prospective major donors, personally conducting solicitations and supporting executive leadership in major ask meetings.
- Implement structured donor acquisition tactics, including social media strategies.

Donor Stewardship & Retention

- Design and manage a high-touch donor stewardship program to ensure timely recognition, meaningful reporting, and regular engagement.
- Create tailored engagement strategies for recurring donors, major supporters, and long-term partners to maximize lifetime retention.
- Maintain clear tracking of donor preferences, touchpoints, and contribution history within the donor CRM.

Grant Writing & Institutional Giving

- Oversee the full lifecycle of institutional funding, including prospecting, grant proposal writing, narrative development, submission, and reporting.

- Maintain a comprehensive calendar of grant deadlines, submission requirements, and reporting milestones for foundation, corporate, and government sources.
- Collaborate with program and administrative teams to gather outcomes data, impact metrics, financial information, and client stories to craft compelling grant narratives.

Special Events Management

- Lead the strategy, planning, and execution of signature fundraising events, donor receptions, and community engagement activities.
- Secure event sponsorships, auction items, and in-kind contributions from corporate partners and local businesses.
- Oversee event budgets, logistics, marketing, vendor relations, and volunteer coordination to maximize net revenue and attendee engagement.

Attend Program Coordination and full agency staff meetings

Other duties as assigned

Other Requirements:

Schedule & Work Location	Position is full-time, approximately 40 hours per week. Some evening and weekend hours are required for fundraising events and other organizational activities. The position is primarily on-site, with occasional opportunities for remote work.
Other	Valid driver's license and reliable access to a vehicle, as the position requires travel for various work-related responsibilities.

Salary and Benefits:

\$72,000-\$80,000 annually based on qualifications. Paid vacation, holiday, and sick time for employees working 20 hours per week or more. Health insurance, with single coverage paid 90% by the agency. Long-term disability and life insurance policy premiums paid in full by the agency. SIMPLE IRA enrollment available with agency match of 3%. A full Benefits Summary is provided below.

To Apply:

Fill out the online Employment Application on the Careers page of the Canopy Center website, <https://canopycenter.org/how-to-help/careers.html>, including a cover letter and resume with submission. Questions regarding the position or your application can be sent to personnel@canopycenter.org. The position will be posted until filled.

Canopy Center is an Equal Opportunity Employer dedicated to fostering a diverse work environment. We firmly believe that teams thrive when composed of individuals with varied perspectives and experiences. Accordingly, we do not discriminate based on race, ethnicity, sex, gender identity and presentation, sexual orientation, religion, color, national origin, age, marital status, veteran status, or disability status. Every member of the Canopy Center team—whether employee, volunteer, or board member—shares the responsibility of upholding a culture free from discrimination and harassment, and of treating others with kindness and respect.



Benefits Summary

Health Insurance Agency-sponsored policy available to all regular employees, 20 hours or more, with a premium paid 90% by the Agency for employee-only coverage. Employees wishing to add one qualifying individual will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days from date of hire.

Dental Insurance Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

Group Life Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees will be auto-enrolled in coverage on the first day of the month following 3 months of employment.

Long-Term Disability Insurance Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees.

Retirement savings Employees may sign up for a SIMPLE IRA during open enrollment if they have earned a minimum of \$5,000 during that year and can expect to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if the employee makes personal contributions to the plan.

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits, and withdrawal restrictions are dependent on each employee's individual situation.

Flexible Spending Account Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to cover the cost of certain out-of-pocket expenses for themselves and their dependents. Eligible employees may begin coverage upon starting employment.

Employee Assistance Program (EAP) Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential.

Paid Vacation Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

- 2 weeks in first year of employment (80 hours for a 40-hour employee)
- 3 weeks in second and third year of employment (120 hours for a 40-hour employee)
- 4 weeks in fourth and subsequent years of employment (160 hours for a 40-hour employee)

Paid Sick Time Benefits Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick time per year. For the initial year, one of the two weeks is awarded upon hire; thereafter, a proportional amount is awarded each month. Sick time is carried over from one year to the next until the amount of sick time accrued equals a maximum of 12 weeks (480 hours for a 40-hour employee).

Paid Holiday Time Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 11.5 days of Holiday time per year (this is based on FTE and includes time for two personal holidays).

Compensatory Time Available to all regular salaried employees. Compensatory (comp) time may be given for hours worked over the number of typically scheduled hours, with prior approval from supervisor, and may be used in lieu of vacation time. Employees can hold up to one week of comp time hours (40 for a 40-hour employee) at any given time.

Paid Leave Time Sharing Available after 12 months of employment to all employees eligible for paid leave time. Employees may donate unused paid leave time to a "bank," which makes additional paid sick time hours available to employees who have exhausted their other forms of leave due to serious health conditions affecting themselves or immediate family members.

Staff Health and Wellness Fund Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff.

Continuing Education Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. Travel, lodging, mileage, and work hours will also be covered by the agency.

Pay periods Employees are paid on the 15th and last day of each month.

The above listing is a summary of current benefits available and is intended for summary purposes only. Benefit plans and their provisions are subject to change, addition or deletion without prior notice; continuation of any benefit plan is not implied and remains at the sole discretion of The Canopy Center, Inc. In the event information presented within this document differs from the Plan Document, the formal Plan Document will always govern.