About ISSA Foundation

ISSA Foundation, the philanthropic arm of ISSA, helps the cleaning industry attract and retain employees by connecting ISSA member firms and the public with our programs and benefits. The mission of the ISSA Foundation is to raise and provide funds for scholarships, housekeeping services, research grants, and other programs that promote the welfare of the general public as it relates to the sanitation, cleaning, and maintenance industry. This mission is accomplished through generous donations from individuals and companies, most of whom are ISSA members.

Job purpose

The primary function of the Director of Development is to develop and implement a strategic plan to raise vital funds for ISSA Charities in a cost-effective and time-efficient manner. The successful candidate will manage all aspects of the development program to maintain and grow support for the signature charities. This position will report to the Executive Director of ISSA and work with ISSA Charities Board Members and other staff.

Duties and Responsibilities

- Develop and execute ISSA Charities annual fundraising plan
- Work collaboratively with leadership to expand and diversify financial resources and explore new revenue generating activities
- Secure vital financial support from individuals, foundations and corporations
- Develop and maintain strong ongoing relationships with major donors
- Direct the annual fund program, including mailings and annual fundraising drives
- Oversee creation of publications to support fund raising activities
- Maintain gift recognition programs
- The program Directors/Managers for existing ISSA Charities will report to this position
- Attend the ISSA Annual Trade Show / Convention
- Travel as needed to fulfill job responsibilities
- Other duties as assigned

Qualifications

- Bachelor’s degree in Nonprofit or Business Administration preferred, but not required
- Successful candidate will have 7-10 years professional fundraising experience
- Candidates must have demonstrated experience having expanded and cultivated existing member/donor relationships over time, as well as a track record of developing and maintaining strong ongoing relationships with major donors
- Experience in association, membership, major donor, foundation, corporate or government fundraising
- Excellent organization, project management, listening skills with focus on managing/enhancing relationships and ability to communicate the organization’s mission to prospects and other stakeholders
- Exceptional written, oral communication and presentation skills
- Impeccable character with high level of integrity and dependability

Working conditions

This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position will also be required to travel up to 10% to attend ISSA’s annual trade show, regional meetings and other events as needed.
Direct reports

The position would have 2 direct reports.

ISSA is an equal employment opportunity company.