BookSmiles is Hiring!

Job Title: Director of Development | Fundraising & Donor Relations

Position Type: Full-time | Exempt
Salary Range: $70,000-$80,000 **Start Date:** Immediately
Reports to: Executive Director and COO
Location: BookSmiles Book Bank, 100 Melrose Ave, Cherry Hill, NJ 08003

Organization Overview

BookSmiles is a mission-driven, 501(c)(3) organization dedicated to giving new life to books and distributing them to promote childhood literacy, inspire readers, support educators, and strengthen communities. We will soon be the largest, most impactful kids book bank in the nation.

Position Summary

BookSmiles is looking for an energetic, entrepreneurial fundraising professional ready to take the next step to help shape the future of a rapidly growing nonprofit. The ideal candidate realizes relationships are often forged outside the normal 9-5 workday. While we respect work-life balance and don't expect every week to look the same, there will be scattered weekend and evening events scattered across the calendar. Flexibility, responsiveness, and a willingness to be present when opportunities arise are essential to success in this role.

The Director of Development will work closely with the Executive Director, COO, Board of Directors, and Development Committee to grow individual, corporate, foundation, and government support for BookSmiles.

This is a hands-on, relationship-driven position. You won't spend your entire day behind a desk. You'll meet donors for coffee or lunch, give tours of the Book Bank, attend community and networking events, make introductions, follow leads, develop partnerships, and create opportunities for people and organizations to become part of the BookSmiles mission.

The Director of Development will have significant ownership of the development function and will exercise independent judgment in identifying fundraising opportunities, managing donor and prospect relationships, developing cultivation and solicitation strategies, pursuing institutional funding, and recommending development priorities to organizational leadership.

Key Responsibilities

Fundraising Strategy & Execution

- Develop and implement annual development plans and revenue targets.
- Lead individual giving campaigns and stewardship activities.
- Write compelling grant proposals and donor communications.
- Ensure compliance with nonprofit fundraising regulations.

Donor Relations

- Develop a portfolio of major donors ($10,000+)
- Identify, research, and secure foundation and corporate grants. Track grant deadlines, requirements, and outcomes.
- Develop and implement a comprehensive donor stewardship program, including processes for donor acknowledgment, recognition, ongoing engagement, and retention.
- Establish donor cultivation and stewardship plans that strengthen relationships, encourage repeat giving, and build long-term donor support.
- Develop systems to track donor engagement, giving history, and follow-up activities to ensure timely and personalized communication.

Events & Campaigns

- Plan and oversee fundraising events, donor appreciation events, and campaigns.
- Oversee online fundraising campaigns and giving days.
- Work with volunteers and staff to ensure successful event logistics and outreach.

Communications & Marketing

- Collaborate with the BookSmiles team (marketing, programs, finance) to align messaging and donor outreach.
- Ensure consistent messaging across donor-facing platforms.
- Prepare reports for the Board, ED, and stakeholders on fundraising outcomes and metrics.
- Mentor junior development staff and volunteers.

Qualifications

- Demonstrated success in securing major gifts and grants. ($50,000 and up)
- Proven track record in donor cultivation, grant writing, and event management.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Comfortable working independently and collaboratively in a small team environment.
- Familiarity with Mail Chimp, Canva, or other marketing tools, a plus.
- Passion for literacy, education, and the BookSmiles mission.

Education and Experience

- Bachelor’s degree (fundraising, communications or related field preferred) or equivalent experience.

- 5+ years of experience in nonprofit fundraising and development roles.
- CFRE certification is a plus.
- Experience with donor databases, Donor Snap preferred.

Compensation and Benefits

- Salary Range: $70,000-$80,000 based on experience
- Health/Dental, retirement match, professional development support, travel budget.

Who You Are

You are someone who:

- Is energized by meeting new people and building relationships.
- Is comfortable walking into a room where you don't know anyone and starting conversations. ● Isn't afraid to pick up the phone, make an introduction, or ask for a meeting.
- Sees an opportunity and pursues it rather than waiting to be told what to do.
- Is comfortable making an ask.
- Understands that successful development is built on genuine relationships, not transactions. ● Thrives in a growing organization where priorities sometimes change quickly.
- Takes ownership of both successes and setbacks.
- Works independently while communicating effectively with organizational leadership and colleagues. ● Is organized and able to manage multiple short- and long-term priorities simultaneously. ● Has excellent written and verbal communication skills.
- Exercises good judgment, professionalism, discretion, and attention to detail.
- Can see both the details and the larger strategic picture.
- Can move comfortably from meeting with a major donor to talking with a teacher or volunteer, attending a Board meeting, giving a facility tour, or helping at a BookSmiles event.
- Is passionate about the BookSmiles mission and excited about helping the organization grow.

To Apply

Please email a **resume and letter of interest** to Karen Hamilton, Chief Operating Officer at **Karen@booksmiles.org** with **"Director of Development"** in the subject line.

Applications are being accepted now and will be reviewed on a rolling basis until the position is filled.

BookSmiles provides equal opportunity in all employment practices without unlawful discrimination on the basis of any status protected by applicable federal, state, or local law. Applicants must be legally eligible to work in the United States at the time of hire.