



DIRECTOR OF DEVELOPMENT

Independent Contractor | Remote

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Work Location: Remote, with periodic in-person activities and travel
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Position Type: Independent Contractor (1099)
Reports To: Founder & Chief Executive Officer

About the Foundation

The Niculia “Nikki” Williams Education & Equity Foundation was established to honor and continue the life, service, values, and community legacy of Niculia “Nikki” Williams.

Mrs. Williams believed deeply in the potential of children, the importance of education, the strength of families, and the responsibility to create opportunities for others. Throughout her life, she demonstrated those values through her service to young people, families, faith communities, and community-based organizations.

The Foundation transforms that legacy into action by investing in people, organizations, and initiatives that expand opportunity, develop leaders, strengthen communities, and help children and families thrive. Our work includes scholarships and fellowships, youth leadership and development, girls' and women's programs, health and wellness, nonprofit leadership development, workforce development, community partnerships, special project grants, and other initiatives consistent with Mrs. Williams' legacy of service.

Our Purpose

The Foundation exists to educate, empower, and create opportunities for the next generation while investing in the people and organizations working to strengthen communities.

We seek to combine philanthropy with direct programming, leadership development, partnerships, and community investment. As the Foundation grows, we intend to remain entrepreneurial, collaborative, community-centered, and responsive to emerging needs and opportunities.

Position Overview

The Director of Development leads the Foundation's fundraising and resource-development strategy and helps build the philanthropic infrastructure necessary for long-term growth and sustainability.

The Director will cultivate individual donors, major gifts, corporate and foundation relationships, grants, sponsorships, and other revenue opportunities while helping communicate the Foundation's mission, programs, impact, and vision in compelling ways.

This is a relationship-centered and entrepreneurial role with an opportunity to help build a development operation from an early stage.

Primary Responsibilities

- Develop and help implement a diversified fundraising and development strategy aligned with the Foundation's mission and growth plans.
- Identify, cultivate, solicit, and steward individual donors, major-gift prospects, foundations, corporations, sponsors, and other philanthropic partners.
- Develop donor pipelines, prospect strategies, cultivation plans, and stewardship practices.



- Identify grant opportunities and coordinate grant development with Foundation leadership, program directors, and contracted grant writers.
- Work with the Director of Special Events on sponsorships, donor engagement, fundraising goals, and signature events.
- Develop fundraising cases for support, proposals, presentations, donor communications, and sponsorship materials.
- Maintain accurate donor and prospect information in Salesforce or other CRM systems adopted by the Foundation.
- Help establish donor recognition, acknowledgement, reporting, and stewardship systems.
- Support Board members and Foundation leadership in donor cultivation and fundraising activities.
- Track fundraising goals, pipelines, commitments, and results and provide periodic development reports.
- Represent the Foundation at appropriate philanthropic, corporate, community, and networking activities.
- Participate in Foundation planning, leadership meetings, signature events, and other organizational activities as appropriate.

Program Development & Innovation

The Foundation is intentionally building its programs and organizational capacity over time. The successful contractor should bring ideas, creativity, relationships, and an entrepreneurial mindset to the position.

The contractor will be encouraged to identify emerging opportunities and recommend new partnerships, systems, pilot projects, and strategies consistent with the Foundation's mission. Initiatives may begin at a modest scale and expand as funding, partnerships, and organizational capacity increase.

Qualifications & Experience

The Foundation welcomes candidates with professional, nonprofit, educational, community, philanthropic, public-sector, business, or lived experience relevant to this portfolio. Competitive candidates will generally demonstrate:

- Experience in nonprofit development, fundraising, philanthropy, major gifts, grants, corporate partnerships, sponsorships, sales, relationship management, or related work.
- Demonstrated ability to cultivate relationships and communicate a compelling case for support.
- Strong written, verbal, presentation, organizational, and follow-through skills.
- Experience with CRM systems such as Salesforce and donor/prospect management practices is strongly valued.
- Ability to work effectively with donors, Board members, executives, program leaders, foundations, corporations, and community partners.
- Ability to work independently while collaborating effectively with a distributed team.
- Entrepreneurial mindset, discretion, professional judgment, and commitment to the Foundation's mission.

A particular academic degree is not necessarily required unless the scope of contracted services requires specialized credentials. The Foundation values experience, demonstrated leadership, community knowledge, relationships, creativity, professional judgment, and the ability to produce results.

Technology & Remote Work

This is an entirely remote position, except for required or mutually agreed-upon in-person meetings, programs, retreats, and events.

The contractor must be comfortable working independently in a virtual environment and participating in meetings through Zoom and Google Meet. The contractor should also be proficient with, or willing and able to quickly learn, technology platforms used by the Foundation, which may include Google Workspace, Slack, Salesforce, Zoom, Google Meet, Microsoft Office, and other project-management, communications, fundraising, financial, and collaboration applications adopted by the Foundation.



The contractor is expected to maintain reliable internet and telephone access necessary to perform contracted responsibilities.

Travel & In-Person Participation

Some travel may be required for Foundation programs, partnership meetings, conferences, community activities, and other events.

Although the Foundation operates remotely, the contractor should generally be available to participate in major in-person Foundation activities, including the Annual Dinner, Women's Leadership Breakfast, Leadership Retreats, and other designated signature events. Specific travel and event responsibilities will be established based upon organizational needs and the contractor's scope of work.

Collaboration

This role will operate as part of a collaborative Foundation leadership structure and may work closely with the Founder & Chief Executive Officer, other Foundation directors and officers, the Board of Directors, contractors, consultants, volunteers, donors, and community partners.

Because the Foundation is intentionally maintaining a lean organizational model, collaboration across portfolios will be an important part of the Foundation's culture.

Independent Contractor Relationship

This is an independent contractor position. The scope, hours, projects, and compensation will be established through a written professional services agreement and may evolve based upon the Foundation's funding, programs, and organizational needs.

The contractor will exercise appropriate professional independence in carrying out the agreed-upon scope of services and will be responsible for fulfilling the terms and deliverables established in the applicable professional services agreement.

An Evolving Role

The Niculia "Nikki" Williams Education & Equity Foundation is a growing organization. Accordingly, this position description is intended to establish the general purpose, responsibilities, and expectations of the role rather than an exhaustive list of duties.

Responsibilities, programs, priorities, and opportunities may evolve as the Foundation develops new partnerships, secures additional resources, launches new initiatives, and expands its community impact.

We are looking for individuals who are excited not only about filling a position, but about helping build an institution and carrying forward a legacy of service for future generations.