



Employment Opportunity

Director of Development

The Organization: SAVE's mission is to strengthen every individual and family we serve with the knowledge and support needed to break the cycle of domestic violence and build healthier lives. In pursuit of this mission, SAVE provides a comprehensive range of services to people experiencing domestic violence from primary prevention to immediate crisis intervention to long-term supportive services.

SAVE offers competitive benefits and a fun and stimulating work environment. We are focused on continually improving our survivor- centered, trauma- informed work and meeting the needs of the diverse communities we serve.

The Position: The Director of Development is a member of the SAVE Leadership Team reporting directly to the Executive Director/CEO. Operating through a shared-management model, each Director is accountable for being the lead/expert in the roles and responsibilities defined in their job description and is expected to take responsibility for creating and supporting SAVE's culture and values.

The Director of Development will direct the coordination and implementation of the contributed income programs on behalf of SAVE's fund development goals, and will persistently and authentically increase the base of support with respect to donors/stakeholders. This position also maintains a large public presence as this individual will hold SAVE events and attend other community events, give presentations, and build relationships with stakeholders.

The ideal candidate: The right person for this role would be described by others as warm, compassionate, and outgoing; ideal is an individual who is attentive to identifying and meeting people's needs. This perfect candidate is one who is eager and skilled in maintaining donor relations and committed to growing SAVE's donor community, with special attention given to high potential prospects. Capacity to utilize a CRM for donor/event management, communication, and analytics is required. Adept communication skills (written and oral) and public speaking are a must. This candidate needs to have expertise of the diverse uses of social media, capacity to develop graphics and audiovisual marketing materials, and a high level of computer literacy. Attention to detail is required, as are the ability to multitask, prioritize projects, and effectively manage time. The candidate should demonstrate situational judgment, problem-solving skills, supervisory skills, resourcefulness and adaptability. At least 2 years in fundraising and community outreach are compulsory.

The ideal candidate should also have the ability to interact professionally and authentically with stakeholders. This candidate is eager to explore new and creative fundraising opportunities, events, and campaigns. An understanding of public relations is paramount as learning about the community and fostering community relationships are key components of the role.

An understanding of the issue of domestic violence/gender-based violence and/or a strong commitment to social justice is highly valuable. Sensitivity and humility with respect to diverse socioeconomic, cultural, and ethnic backgrounds of clients, stakeholders, and our communities are a must.

Salary: Competitive. SAVE offers full medical and dental for employees as well as generous vacation and sick time.

Start date: July 1, 2019

DESCRIPTION OF DUTIES:

Essential Duties*

- In collaboration with CEO, Board and Leadership Team, develop and implement Strategic Brand, Communications, and Fundraising.
- Develop and effectively implement an annual fundraising calendar with action plans for fundraising and awareness purposes, including but not limited to: donor cultivation and stewardship, awareness events and social/networking gatherings, major fundraising events and appeals per approved fundraising plan.
- Identify forecasts for potential development activities and prepare evaluations of activity effectiveness.
- Develop and maintain effective strategic donor fundraising goals. Attract, cultivate, and retain stakeholders. Serve as communication liaison to internal and external stakeholders.
- Plan, execute, and evaluate fundraising events, campaigns, and community outreach in support of SAVE's mission and goals and annual plans.
- Cultivate a culture of philanthropy among the staff and Board members, including establishing an employee giving system that is conscientious and adaptable.
- Utilize media resources including but not limited to print, broadcast, web, and social media to publicize events, news related to the movement, program and services information, and organization news and developments. Monitor media submissions and coverage to oversee, enhance and protect SAVE's brand.
- Maintain SAVE's website content.
- Develop Annual Reports and Info graphics of SAVE's programmatic, fundraising, and community engagement outcomes.
- Procure local funding, donations, and other resources to support operation, event, client and/or other organization needs.
- Recruit volunteers, including committee members, to support fundraising, activities, events, and assist in other areas as needed.
- Engage in development and evaluation of the SAVE brand: logo, tagline, mission, etc.
- Supervise the Development Assistant utilizing SAVE's supervision processes and with a commitment to the employee's growth through opportunities for creative projects and increased accountability.

- As a member of the SAVE Leadership Team, attend Leadership Meetings, engage in upper-management decision-making, have general understanding of SAVE financials with respect to profits and loss, and assist in cultivating a community of appreciation for staff.
- Develop and manage Department budget.
- Adheres to high ethical standards and demonstrates professionalism when acting as SAVE’s representative.
- Supports the mission of SAVE.

As-Needed*

- Provides crisis support to walk-in office visitors and callers
- Coordinates staff and donor appreciation events (i.e. staff holiday party, farewell lunches, donated venues, etc.)
- Other duties as assigned by Chief Executive Officer (CEO)

*For purposes of the Americans with Disabilities Act (ADA), the term “Primary” represents “Essential” and “Secondary” represents “Nonessential.”

QUALIFICATIONS:

Education and Experience

Ability to perform the duties described above. A typical means of acquiring those abilities would be:

- Bachelor degree in Public Relations, Marketing, English or Business, or equivalent experience and track record of success in the nonprofit sector.
- Minimum of 2 years of experience in fundraising, donor development, or marketing field preferably in non-profit sector.
- Employment is contingent upon passing a successful background clearance.

REQUIREMENTS:

CERTIFICATION: must complete 40-Hour Domestic Violence Counseling Training

- Thorough understanding and demonstrated record of commitment and sensitivity to intimate partner violence, including comprehensive knowledge of the signs, cycles, nuances, types, and risk factors for abuse, victim resources, related policy developments, and domestic violence current news and events.
- Capacity to utilize a donor management system (CRM) including analytics.
- Excellent written and oral communication skills.
- Excellent public speaking and presentation skills before audiences of all sizes; comfortable with attending and actively participating in business and social gatherings, including but not limited to, public meetings, events, awards ceremonies, seminars, roundtables, and networking opportunities.

- Previous experience with developing, implementing, and evaluating fundraising: events; campaigns; mailers; social media; etc.
- Knowledge of community and ability to translate connections into resources to benefit the organization.
- Work collaboratively with staff to share ideas about programs and services, and the funding needed to support those goals and objectives.
- Proven skills as a leader and team builder.
- Broad knowledge and skills in resource development.
- Strategic and creative thinker; analytical capability.
- Ability to work effectively, cooperatively, and respectfully with staff, volunteers, clients, and community members regardless of race, ethnicity, national origin, partner status, faith, age, socio-economic status, gender identification, and physical or mental ability.
- Strict adherence to organization’s confidentiality and privacy policies, and the ability to recognize sensitive issues and act accordingly.
- Knowledge of operating development department budget and management.
- Ability to create/explore potential funding opportunities.
- Ability to manage multiple projects and timelines successfully.
- Ability to work a flexible schedule, including evening and some weekend hours.
- Ability to work effectively with volunteers and committees to accomplish goals.
- Ability to support and respond with humility to diversity.
- Working knowledge of social media resources, including ability to utilize those resources throughout the workday in support of SAVE’s communications and fundraising plans.
- Computer literacy, including Donor Quest, word processing, spreadsheet, e-mail, web navigation, computer network knowledge applicable to the position.

PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>PHYSICAL ACTIVITIES</u>	-----Amount of Time Spent-----			
	Rarely 0 – 12%	Occasionally 13 – 33%	Frequently 34 – 66%	Regularly 67% +
Seeing: Must be able to see and read with or without corrective lenses.				X
Hearing: Must be able to hear adequately to communicate with people in person and via phone systems.				X
Sitting				X
Standing/Walking				X
Climbing/Stooping/Kneeling/Bending			X	
Lifting/carrying up to 25 lbs			X	
Lifting/carrying over 25 lbs		X		
Pulling/Pushing/Reaching				X

Grasping/Feeling/Finger use of both hands: Must be able to write, type, use a keyboard and telephone system.				X
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EQUAL EMPLOYMENT OPPORTUNITY

As an equal opportunity employer, SAVE supports equal opportunity for employment and advancement free of race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment) pregnancy (childbirth or related medical conditions), marital status, sexual orientation, medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran’s status, or request for family medical leave. SAVE is committed to ensuring that the work environment of SAVE employees are free from discrimination, harassment, and retaliation.

To apply, submit a resume and cover letter to yasisd@save-dv.org. The position will remain open until filled. For a complete job description, visit our website, www.save-dv.org.

√ Principals only. Recruiters, please don’t contact this job offer.

√ Do Not contact us with unsolicited services or offers.