

## WOMEN HELPING WOMEN: JOB DESCRIPTION

**POSITION TITLE:**        **Development Director**

**FUNCTION:**                Responsible for planning, strong management, and execution of Development Strategies: major gifts, planned giving, annual fund campaigns. This includes active engagement with donor base, implementation of move management, and prospecting/procurement of new donors. Responsible for oversight of and strategy leadership of special events and donor cause marketing. Synergy of marketing, public relations, donor cultivation, and fundraising activities is key in this role to drive an increase in public awareness that results in unrestricted financial resources for the agency. The Development Director provides effective leadership in order to meet the communications and fundraising needs of the agency while maintaining a focus on the agency mission. New and creative ideas with innovative practices are encouraged and welcomed. Development Director supervises the Project Manager for Special Events and works in close partnership with the President & CEO, Development Chair of the Board, the Development Committee and board members.

**QUALIFICATIONS:**        BA/BS required, 3+ years of experience in fund raising, relationship building & management. Strong skills in marketing/communication required. Strong interpersonal skills, public speaking and writing skills required. Possesses the gift to easily work well with diverse stakeholders, prospective and existing donors as well as the ability to inspire team members, Board members and other volunteers with innovative development strategies and actions. Must possess a strong and independent work ethic that is coupled with driven ambition in “getting out of the office” to build external relationships for donor procurement and cultivation. Ability to generate move management, increase real-time engagement with existing donors and an innovative focus on amplified giving is a “must-have”.

Computer literacy (MS Office, databases like Donor Perfect, email, etc.) required. Ability to handle confidential information discretely, and excellent interpersonal skills to work effectively with Board and Committee members, donors, volunteers and people of all levels in other organizations required.

### **RESPONSIBILITIES & EXPECTATIONS:**

#### **Programming Leadership**

- Partner with President & CEO and Board Development Chair of Development Committee to create multi-layered, annual development plans.
- Coordinate, schedule, and provide guidance and technical assistance to the Development Committee.

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- Build and activate effective move management strategies at the agency for donors.
- Execute move management strategies and meet with existing donors on a frequent basis to sustain giving and amplify giving.
- Research, cultivate and meet with prospective donors on a frequent basis.
- Grow major gifts program at the agency.
- Grow the annual fund program.
- Partner with CEO, Development Chair and Board Leadership to establish endowment and planned giving campaigns.
- Serve as agency Ambassador and perform public speaking to drive donor cultivation and funding partnerships for the agency.
- Manage all tracking systems with DonorPerfect and MobileCause.
- Build and manages donor files and updates biographical information in the database.
- Oversee internal systems of all gift handling, donor acknowledgement and gift stewardship.
- Oversee reconciliation of donations and department expenditures monthly with VP of Finance.
- Partner with President & CEO in strategies to secure sponsorships for Agency events.
- Oversee agency collateral that drives branding and development strategies.

### **Direct Supervision of Staff:**

- Supervise Project Manager on special event strategies.
- Coordinate with Volunteer Manager on opportunities for utilization of volunteers for special events and branding opportunities that drive development returns.

### **Outcome Analysis of Programs & Continuous Improvement**

- Responsible for reporting to President & CEO on Development outcomes and metrics in unrestricted revenue from major donors, annual campaigns and special events on a monthly basis.
- Reviews and revises internal donor management systems.
- Assists President & CEO in crafting message and strategies to amplify in Annual Reports.

### **Agency Leadership**

- Establishes, fosters and sustains excellent relationships with donors and board members.
- Manages Development Department budget.
- Attends Development Committee meetings serving as agency leader.
- Manages a Major Gifts program.
- Researches, develops and analyses various donor constituencies.

### **Community Leadership**

- Works with Development Team in executing and being represented at Agency special events.
- Develops and maintains effective, professional, and collaborative relationships with Agency staff, Board, and community—especially philanthropic community.
- Promotes teamwork.
- Exercises discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate.
- Consistently advances the Agency and promotes positive public relations.
- Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate

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based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

**OTHER REQUIREMENTS:** To facilitate Agency effectiveness, may be expected to take on other duties as assigned. Availability of transportation in order to provide service in the community is required.

**ACCOUNTABILITY:** President & CEO  
**HOURS:** Full Time  
**PAY BASIS:** Exempt  
**BENEFITS:** As stated in the current Human Resources Policy Handbook

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

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