

## WOMEN HELPING WOMEN: JOB DESCRIPTION

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

**FUNCTION:**              Responsible for planning, strong management, and execution of Development Strategies: donor stewardship, move management, major gifts, direct mail and marketing, annual fund campaigns, special events, social enterprise revenue, and planned giving. 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 Development Manager and works in close partnership with the Chief Strategy Officer, Development Chair of the Board, and the programmatic growth Campaign Leadership and partners.

**QUALIFICATIONS:**      BA/BS required, 3+ years of experience in a position of leadership in development, fundraising, relationship building & strategic 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. Must be comfortable with forming relationships for WHW’s social enterprise and its model. 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, donor databases like Neon, 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.

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### **RESPONSIBILITIES & EXPECTATIONS:**

#### **Programming Leadership**

- Plan, create, execute and evaluate effective strategic annual development plans.
- Partner with Executive Leadership, fundraising firm and Cabinet on Programmatic Growth Campaign
- Manage fundraising income programs and budgets
- Build and activate effective donor move management strategies to drive donor retention and increased giving
- Research, identify, and steward strong relationships with prospective donors
- Drive and amplify major gifts program at the agency
- Drive and amplify the annual fund program
- Partner with internal and external team members to grow Agency's social enterprise program
- Partner with CSO, Development Chair and Board Leadership to build endowment strategies and planned giving campaigns
- Amplify corporate sponsorships through effective corporate social responsibility focused relationships
- Model the mission and serve as a strong Agency Ambassador in building and sustaining donor cultivation and funding partnerships for the agency.

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

- Responsible for reporting to CSO on Development outcomes and metrics in unrestricted revenue from major donors, annual campaigns and special events on a monthly basis, as outlined in the Strategic Plan
- Drive effective messaging to donors and stakeholders on ROIs
- Generate development materials such as grants and case statements.
- Analyze trend analysis on development metrics and engage in CLI for greater revenue procurement and enhanced donor relationships
- Oversee internal systems of all gift handling, donor acknowledgement and gift stewardship.

#### **Community Leadership**

- Develop and maintain effective, professional, and collaborative relationships with Agency staff, Board, and community—especially philanthropic community.
- Promote inclusive, strength-based teamwork
- Exercise discretion when representing the Agency and maintain confidentiality in interactions within the community as appropriate.
- Consistently advance the Agency and promote positive public relations.
- Affirms the value of diversity, and is respectful of others through equity and inclusion lens.

**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.

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<b>ACCOUNTABILITY:</b>	Chief Strategy Officer
<b>HOURS:</b>	Full Time
<b>PAY BASIS:</b>	Exempt, Starting salary \$85,000
<b>BENEFITS:</b>	As stated in the current Human Resources Policy Handbook
<b>SUPERVISION:</b>	Development Manager, Grants and Outcomes Manager
<b>PARTNERSHIPS:</b>	Social Enterprise Team Members, Leadership Team, Executive Team, Board, Campaign Cabinet

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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