



## Interfaith Family Shelter

### Director of Development Job Description

#### **Job Purpose**

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as The Interfaith Family Shelter continues to grow. A growing position in the organization, the Director will have the opportunity to build and revise areas of development.

#### **Primary Duties and Responsibilities**

The Director of Development is expected to perform the following duties:

##### ***Plan fund development activities***

- Actively investigate and identify opportunities to cultivate Individual, Private foundation, Corporate, and Federal funding
- Track, prepare and submit grant applications, in collaboration with the Executive Director, and prepare follow-up reports when needed
- Collaborate with the Board of Directors, Development Committee, and Executive Director to create a fund development plan that increases revenues to support the strategic direction of the organization
- Manage and refine the Segmented Donor List established by the Development Team
- Implement fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure progress toward established development and fundraising goals
- Monitor and assess regional and community-based giving trends and adapt fundraising strategies as necessary

##### ***Organize fund development activities***

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Develop policies and procedures for the development department which reflect ethical fundraising practices
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
- Manage the CRM database to ensure that donations are recorded in a timely manner, and prepare relevant reports for the ED, Board, and Development Committee
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Research and implement evidence-based strategies (with ED, Board Members, Development Committee, and volunteers) to promote donations to the organization

- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations, issuing receipts, and logging them in the CRM database

#### ***Staff fund development activities***

- Engage volunteers for special fund-development projects using established volunteer management practices
- Act as staff liaison for the Development Committee

#### ***Manage fund development budget***

- Develop and gain approval for an annual income and expenditure budget for the fund development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

#### ***Promote the organization***

- Foster an understanding of philanthropy within the organization and local community
- Act as organizational spokesperson to large and small groups, when needed
- Develop a comprehensive published and social media communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Create and update the organization's Case Statement, in conjunction with the Development Committee
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts, including quarterly newsletter
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

#### **Qualifications**

##### *Education*

- University degree
- A certificate in Fundraising Management is preferred

##### *Professional designation*

- Certified Fund Raising Executive (CFRE) designation is preferred

##### *Knowledge, skills and abilities*

- Knowledge of fundraising management
- Knowledge of federal and state legislation affecting charities
- Knowledge of special events planning and management
- Knowledge of the management of volunteer resources

### *Proficiency in the use of computer for:*

- Fundraising software
- Microsoft Office suite of software
- E-mail
- Internet, social media, and web site development

### **Personal Characteristics**

The Director of Development should demonstrate competence in some or all of the following:

- **Creativity/Innovation:** Develop new and unique ways to improve the finances of the organization and to create new opportunities
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Public Speaking** experience and skill.
- **Focus on Donor Needs:** Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

3 to 5 years of fundraising experience (preferred)

### **Position Type/Expected Hours of Work**

This is a full-time, exempt, position, and general hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m.; however, this position regularly requires long hours and frequent weekend work.

### **Salary and Benefits**

\$54,000 to \$60,000 annually depending on education, experience and past fundraising performance.

Medical, dental, sick leave and vacation benefits available.

Interfaith Family Shelter is strongly committed to removing barriers and supporting inclusion and diversity in all its forms. We strive to create a safe and open atmosphere for families, individuals, staff, board members, community partners and funders. We learn from the diverse individuals we work with and embrace their unique attributes to ensure we fulfill our agency mission and core values. Interfaith Family Shelter is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law.

People of color and members of the LGBTQ community are strongly encouraged to apply. We are dedicated to the goal of building a culturally diverse and pluralistic workforce, committed to working in a multicultural environment and we strongly encourage applications from veterans, and marginalized populations; including people of color, women and those in the LGBTQ community. We encourage those with personal experience with homelessness to apply.

If you're interested in this position, please email a resume and cover letter to [jdean@interfaithwa.org](mailto:jdean@interfaithwa.org) No phone calls accepted. Only those candidates being considered will be contacted.

Check out all of our employment opportunities at <http://www.interfaithwa.org>