



Compass Center for Women and Families Development Director Position Description

The Development Director reports directly to the Executive Director. The primary responsibility is for overseeing initiatives to strengthen the financial support base of Compass Center, including special events, grant prospecting and requests, individual donations, and other fundraising opportunities. The Development Director will also be responsible for developing and maintaining active and productive relationships with board members, donors, staff and volunteers. The Development Director is responsible for ensuring that the Center has an integrated communications plan and supervises the Communications Coordinator in implementing the plan.

CORE RESPONSIBILITIES

Fundraising

- Designs, implements and manages all individual fundraising activities including annual giving and special events .
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Works with Executive Director to maintain contact with and develop grant proposals for foundations and corporations.
- Develops planned-giving and major gifts program as the need becomes appropriate.

Board of Trustees Relations

- Works with the Development Committee of the Board of Trustees and the Executive Director to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for Trustees and other leadership volunteers.
- Provides reports to the Executive Director, Board Committees, and attends Board meetings as needed.
- Assists the Board with recommending and researching potential new donors.

Development Office Infrastructure

- Coordinates office systems to support all Development projects and operations.
- Supervises donor and gift record-keeping.
- Coordinates development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Manages the donor acknowledgement programs.

Special Events

- Establishes and oversees duties of all planning sub-committees for special events.
- Works with Executive Director, committees and Board to determine underwriting campaigns and goals.
- Works with Executive Director to determine budgets for special events and projects.
- Responsible for vendor relationships, and communications with appropriate parties as related to special events.

Public Relations, Marketing, and Advertising

- Works with committees and Executive Director and Communications Coordinator to develop and implement communications and marketing plan for the organization.
- Oversees production of all development related publications, including the monthly newsletter, and

working with designers and printers to promote the Center's fund and friend raising goals and activities.

- Develops and supervises activities and strategies to promote the Center's mission to both the internal constituencies and the community at large.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY FOR THE POSITION:

- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook), fundraising databases (e-tapestry proficiency desirable), Internet research, and social media/e-communications.
- Strong knowledge of fundraising techniques and strategies.
- Experience with fundraising events and activities.
- Experience with donor cultivation, solicitation and stewardship.
- Familiarity with research techniques for fundraising prospect research.
- Attention to detail and accuracy of all information.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive requests for funding; strong editing skills.
- Strong public speaking skills, with ability to quickly gain knowledge of the issues of self-sufficiency, domestic and interpersonal violence, and to tell Compass Center's compelling story.
- Strong organizational skills, including track record of meeting deadlines, prioritizing tasks, and managing multiple priorities.
- Ability to work within a complex, fast-paced and rapidly changing work environment with limited supervision.
- Ability to exercise excellent judgment, effectively problem-solve, successfully resolve conflicts, and make sound decisions, often under the pressure of deadlines.
- Strong contributor in team environments.
- Ability to build strong, professional relationships with donors, board members and other stakeholders.
- Ability to work effectively with and appreciate people of all backgrounds.

REQUIREMENTS/QUALIFICATIONS FOR THE POSITION

- Commitment to Compass Center's mission.
- A minimum of a Bachelor's degree and experience in marketing/sales or communications field with writing/public-speaking-intensive curriculum.
- Previous experience in fundraising or sales; 3-5 years' experience preferred.
- Demonstrated track record of meeting or exceeding revenue goals.
- Demonstrated writing and public speaking skills and experience.
- Experience working in deadline-driven, goal-oriented environments.
- Willingness and availability to work a flexible schedule, including nights and weekends when necessary.
- Reliable transportation; willingness to travel locally as necessary.
Satisfactory background check, including but not limited to criminal background and driving record screening.

TO APPLY

Submit cover letter with salary requirements, resume, and writing sample to employment@compassctr.org by Feb. 15. Please include the words Development Director in the subject line. The position is available immediately. Compass Center for Women and Families. EEO/AA employer.