

<b>Job Title</b>	Director of Development	<b>Program</b>	Administration
<b>Supervisor</b>	Executive Director	<b>Direct Reports</b>	None
<b>Hours</b>	Full Time	<b>Status</b>	Exempt

### S.A.F.E. House Mission

S.A.F.E. House is a community based non-profit organization committed to Stop Abuse in the Family Environment by providing a comprehensive approach to end domestic violence that includes crisis intervention, safe shelter, counseling, advocacy, and community education.

**To Apply:** Email their cover letter and resume to [Bethf@safehousenv.org](mailto:Bethf@safehousenv.org) attention Beth.

### Job Purpose

The Director of Development will oversee the agency's fundraising program and work closely with the Executive Director to achieve the annual revenue goals.

### Duties and Responsibilities

- Oversee the fundraising program; work closely with the Executive Director to develop and implement comprehensive fundraising strategies
- Cultivate, solicit and steward individual donors to raise funds to support the agency
- Conduct annual campaigns through direct mail, email and online methods
- Conduct prospect research to identify potential new donors of all kinds
- Develop and submit grant requests (corporate, foundation, county, state, and federal)
- Assist the Executive Director in completing grant reports requested by the funders
- Coordinate the solicitation and collection of in-kind donations to support the shelter
- Coordinate special events (solicit sponsors, manage logistics, etc.); assist with post-event donor recognition
- Coordinate the annual Holiday Adopt-A-Family Program by collecting donations, coordinating with staff on the distribution of donations, and recording in-kind donations
- Provide direction to the website designer to ensure the website is updated on a regular basis; coordinate with Executive Director and Communications Consultant to develop content
- Coordinate social media posts and outreach through partnerships with the Community Engagement Manager and Social Media Consultant
- Work closely with the Executive Director and Board of Directors to develop and execute the strategic plan
- Provide fundraising support and assistance to the Executive Director as needed
- Provide development reports to the Executive Director for use at board meetings
- Maintain accurate records of donations and conduct donor stewardship to enhance donor relationships

### *Additional Duties*

- Perform other duties as assigned by the Executive Director that relate to fundraising and administration that are not included in the position description.

### Qualifications

- Bachelor's degree

- 5 years of experience in fundraising and development with demonstrated experience raising funds
- Experience in human services organization preferred
- Proficient in the use of Microsoft Office applications.
- Ability to prioritize multiple tasks and balance day-to-day tasks with strategic, long-term goals and timelines.
- Excellent written and verbal communication skills with the ability to communicate diplomatically in a diverse, multi-cultural environment.

### Working Conditions

- Typically works within an office environment based out of the administrative office, as well as teleworking according to the Employee Handbook, however, may be required to perform job duties outside of these settings.
- May have to use personal vehicle for business purposes.

### Physical and Mental Requirements

- May be placed in situations that cause emotional stress, such as witnessing the effects of trauma, witnessing angry clientele, or encountering an abusive partner. Ability to handle stress is a must. Shelter and office locations have physical and procedural security in place to mitigate risk.

*Employment in this position is dependent upon funding and may change based upon funding availability. The job description is not intended and does not create employment contract. S.A.F.E. House maintains its status as an at-will employer. Employee can be terminated for any reason not prohibited by law.*

Employee Signature		Date	
Printed Name			
Supervisor Signature		Date	
Supervisor Title			