

Title: Director of Development

Reports to: Executive Director

Supervises: Community Partnerships Coordinator (FT) and Development and Administrative Associate (FT)

Status: Full-time, Exempt

Organization:

Women's Empowerment is a community-based nonprofit organization whose mission is to educate and empower women who are homeless with the skills and the confidence necessary to secure a job, create a healthy lifestyle and regain a home for themselves and their children. Women's Empowerment is the most comprehensive job-readiness program in Sacramento, exclusively designed to serve homeless women and their children.

Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

Women's Empowerment offers a supportive environment whose employees work as a team to provide the highest quality of services. We use a strengths-based model in our work and focus on excellence in all of our programs.

Position Overview:

This position is responsible for the ongoing development and implementation of comprehensive fund development strategies for Women's Empowerment. The position oversees all aspects of fundraising and strategic partnerships with corporations, organizations, and individual donors in the community—and is also responsible for our largest fundraising dinner, the Annual Gala. This position is “the face” of Women's Empowerment, and is responsible for not only high-level speaking engagements, but also television, radio and print media interviews. The position works closely with the Board of Directors and other volunteers, and is responsible for overseeing the preparation of grants, appeal letters, and promotional materials. Overall, the goal of this position is to enhance and support the mission and the long-range sustainability of Women's Empowerment.

Principal Activities and Responsibilities:

Fund Development:

- Collaborate with the Board of Directors, Fund Development Committee and Executive Director to create a Fund Development Plan which increases revenues to support the strategic direction of the organization.
- Implement the Fund Development Plan in accordance with ethical fundraising principles and the Donor Bill of Rights.
- Nurture a Culture of Philanthropy throughout the agency, from the staff to the Board of Directors.

- With the Executive Director, staff monthly Board meetings. Ensure Board members have the training, tools and passion necessary to perform their philanthropic responsibility and promote the organization.
- Monitor and evaluate all fundraising activities to ensure that fundraising goals are being achieved.
- Develop and implement a plan for Major Gifts. Provide cultivation and stewardship of major donors, including corporations, foundations, and individuals. Ensure donor intent is met.
- Staff the Fund Development Committee, prepare agendas, ensure committee stays on task and meets its annual goals.
- Work with contracted grant writer to identify and pursue grants that meet program and organizational needs of Women's Empowerment. Provide grant maintenance and reporting. Secure annual percentage of grant funding.
- Oversee the planning and execution of special fundraising events, including annual fundraiser involving over 600 attendees and smaller third-party events.
- Oversee and produce appeal letters, annual reports and other promotional materials.
- Perform analysis of donor activity and evaluate giving patterns and solicitation outcomes.
- Ensure proper donor and volunteer acknowledgement with the Volunteer Manager.

Supervision and Leadership

- Supervise the Community Partnerships Coordinator position (Full-time; non-exempt). Working with the Volunteer Manager, ensure associated tasks and responsibilities are completed. This includes weekly staffing meetings and annual performance evaluations.
- Supervise the Development and Administrative Associate position (Full-time; non-exempt). Working with agency leadership, ensure all tasks and responsibilities are completed. This includes weekly staffing meetings and annual performance evaluations.
- Serve on Women's Empowerment's 'Leadership Team', which provides overall direction, planning and leadership to the agency (including personnel issues).

Manage Fund Development Budget:

- Develop annual income and expenditure budget for the fund development department. Work closely with the Fund Development Committee, Operations Manager and Executive Director to analyze income throughout the fiscal year, including a 'mid-year review'.
- Prepare regular reports on progress, budgets, income and expenditures of fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

Promote the Organization:

- Collaborate with the Fund Development committee and marketing consultant to develop and execute a marketing strategy to engage the community in the mission of Women's Empowerment.
- Educate the community (donors, volunteers and interested parties) in the challenges facing homeless women and children, helping to dismantle negative stereotypes.
- Represent Women's Empowerment in the community and through media opportunities, including TV, radio and print.
- Lead the effort in "branding" the organization and creating a consistent message that supports the mission of Women's Empowerment.
- Build relationships with community stakeholders to advance the mission and fundraising goals of Women's Empowerment.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts.
- Establish and maintain positive, professional working relationships with all community partners and funding sources.
- Represent Women's Empowerment at public events, as requested.

Records and Reports:

- Ensure accuracy of all donor-related information; submit reports to Executive Director and others as requested.
- Manage a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Monitor progress of all fundraising and resource development efforts and outcomes; submit regular reports to Executive Director and others as requested.
- Compile and report statistical information in compliance with grant funding requirements.

Qualifications:

A bachelor's degree in a related field, and minimum three-to-five years of experience in fund development. Experience writing successful grant proposals, face-to-face solicitations and planning and executing large fundraising events is required. The position requires computer literacy, including knowledge of Microsoft Office Applications and database programs. Excellent verbal and written communications skills (including strong public speaking skills) are required. Attention to detail, confidentiality and professionalism are key qualifications inherent to this position.

Desired Personal Qualities:

The ideal candidate will have a visionary spirit, a true passion for working with people, and a desire to end homelessness for good. Additional qualities include creativity and possessing excellent organizational, leadership and planning skills. The ability to cultivate effective working relationships with donors, community partners, volunteers and colleagues is essential. Demonstrated professional integrity, ethics and respect of confidential donor-related information are paramount. Strong interpersonal skills are a must.

An alignment with the mission of Women's Empowerment and general knowledge of the challenges unique to homeless women, minorities and persons with disabilities is important to the success of the candidate. Experience in the non-profit sector is preferred.

Physical Requirements:

Physical requirements are those that are present in normal office environment conditions, and infrequently may involve light to moderate lifting. Duties may involve evening and weekend work to meet organizational needs and volunteer committee coordination.

Licenses:

Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Duties may involve occasional evening and weekend work to meet programmatic and organizational needs.

Benefits include: medical, dental, life insurance, vacation, holidays, IRA employer match.

To apply send a cover letter and resume to kate@womens-empowerment.org.

No phone calls please.