

**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:**

Under general supervision, the Director of Development is responsible for the ongoing development and implementation of comprehensive fund development strategies for Women's Empowerment. The position oversees fundraising and strategic partnerships with corporations, organizations, and individual donors in the community—and also oversees our largest fundraising dinner, the Annual Gala. This position is “the face” of Women's Empowerment, and is responsible for speaking engagements and television, radio and print media interviews. The position works closely with the Fund Development Committee and other volunteers, and oversees grant budgets and reports, 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 secures 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.
- 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 and analyze regular reports on progress, budgets, income and expenditures of fund development activities. 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.
  - Work with contracted grant writer to identify and pursue grants that meet program and organizational needs of Women’s Empowerment. Prepare grant budgets and reports. Secure annual percentage of grant funding.
  - Oversee the planning and execution of special fundraising events, including annual fundraiser involving over 500 attendees and smaller second event.
  - Monitor and evaluate all fundraising activities to ensure that fundraising goals are being achieved.
  - With the Executive Director, ensure Board members have the training and resources necessary to perform their philanthropic responsibility and promote the organization.
  - Staff the Fund Development Committee, prepare agendas, ensure committee stays on task and meets its annual goals.
  - Oversee and produce appeal letters, annual reports and other promotional materials.
  - Perform analysis of donor activity and evaluate giving patterns and solicitation outcomes with support of Development and Administrative Associate.
  - Ensure proper donor acknowledgement with support of the Development and Administrative Associate.

#### *Supervision and Leadership*

- Supervise the Community Partnerships Coordinator position (Full-time; non-exempt) to ensure associated tasks and responsibilities are completed.
- Supervise the Development and Administrative Associate position (Full-time; non-exempt) to ensure all tasks and responsibilities are completed.
- Serve on Women’s Empowerment’s ‘Leadership Team’, which provides overall direction, planning and leadership to the agency.

#### *Promote the Organization:*

- Collaborate with the development team 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 at public events and through media opportunities, including TV, radio and print.
- Oversee 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.
- Establish and maintain positive, professional working relationships with all community partners and funding sources.

*Records and Reports:*

- With the Development and Administrative Associate, ensure accuracy of all donor-related information; oversee the management of the donor database which includes important donor notes and respects the privacy and confidentiality of the donor.
- Monitor progress of budget and fundraising 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 a minimum three years of experience in fund development. Experience writing successful 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.

**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: Please email your cover letter and resume to Holly Byrom at [holly@womens-empowerment.org](mailto:holly@womens-empowerment.org). No phone calls please.*