



503 Americana Blvd.
Boise, ID 83702
Phone: 208-246-8830
Fax #: 208-246-8845
www.catchidaho.org

Director of Development

Who is CATCH?

Every Family. Every Person. A Home. A deep belief that everyone deserves stable and permanent housing is at the core of our culture. We end homelessness for families in Idaho's Treasure Valley by inspiring stable housing, financial independence, and resilience. Each year, we co-create a new story for over 220 people, using a Housing First philosophy. In 2021, we housed 150 households experiencing homelessness.

The Opportunity

The Director of Development (DD) position is an exciting opportunity for an organized, motivated individual to manage and grow the fundraising and marketing operation within one of Boise's most well-respected and impactful nonprofits working to end family homelessness in the Treasure Valley. The purpose of this position is to raise private funding for CATCH through individual, corporate, and foundation contributions and to carry a portfolio of key prospects. The position is responsible for the identification, cultivation, solicitation and stewardship of prospective and current major gift donors to CATCH. The DD reports to the Executive Director, is a key member of a highly collaborative team, and plays an integral role in ensuring the successful growth and sustainability of the organization. The DD supervises the development team.

Essential Functions

- Prepares and implements strategies to attain CATCH's annual and campaign development plans. Works with the Executive Director to identify and define priority needs to be funded through external support
- Plans and implements strategies for donor cultivation, solicitation and stewardship. Raises major gifts through pledges, outright or deferred gifts
- Researches and cultivates donors to match the needs of CATCH with interests of prospective donors. Coordinates and cooperates with the Executive Director and Board leadership on prospect identification, cultivation, solicitation, and stewardship activities
- Assigns priority to development activities over more programmatic activities



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- Manages relationships with a portfolio of prospective donors with responsibility for qualification, cultivation, solicitation and stewardship
- Manage the organization's editorial calendar-the coordination point of all communications mediums, including social media, email, direct mail, and marketing materials
- Represents CATCH and shares the work of the organization with local groups, companies, and news media
- Maintains constituent relationship management (CRM) system to act as the organization's contact and donor database
- Manages, directs, and motivates key volunteers and volunteer committees for CATCH with the assistance of the Office Coordinator and development team

Minimum Qualifications

- Bachelor's degree with 2-5 years of development or related experience required

Knowledge, Skills and Abilities

- Excited about the mission and programs of CATCH
- Experience working collaboratively and effectively with a wide range of constituents
- Superior written and verbal communication, interpersonal, relationship building, creative problem-solving skills
- Ability to articulate and meet goals and objectives
- Demonstrated ability to raise major gifts
- Demonstrated ability to work independently as well as part of a team
- A passion for service excellence, integrity, and strong work ethic
- Resourceful and self-motivated
- Demonstrated proficiency and experience in managing relationships with high-level prospects in an effort to secure major gifts
- Competency in navigation of donor database systems and related software
- Must be organized and demonstrate the ability to work under pressure
- Ability to maintain sensitive and confidential information



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What We Are Offering

- Opportunity be a leader in growing an innovative and much-needed organization
- Working with a team that prides itself on its people-first culture, strategic alignment, and adoption of evidence-based practices
- For out-of-staters: Be at the forefront of an important social issue in the Treasure Valley, which consistently ranks as one of the most vibrant places to live in the country - a place that continues to grow in culture and quality of life. Relocation package up for discussion.
- Competitive benefits package
- Wage Range: \$60,000-\$63,000 DOE

Timeline

Our current Director of Development will transition and work closely with the new director until their departure in mid-August.

How to Apply

To apply, submit your resume and cover letter to our Executive Director, Stephanie Day, at sday@catchprogram.org.

Position will be open until filled.

CATCH is committed to providing equal opportunity to all employees and applicants without regard to race, ethnicity, religion, disability, national origin, age, gender, marital status, sexual orientation, gender identity, veteran or military status.