Job Title: Assistant Director of Development  
Supervisor: Chief Development Officer  
Classification: Exempt  
Hiring Salary Range: $72,500-$77,500 annually

About UMOM New Day Centers: Founded in 1964, UMOM is Arizona’s largest provider of services for families experiencing homelessness. Our mission is to restore hope, rebuild lives, and end homelessness. With an annual operating budget of $22 million dollars, UMOM provides shelter, supportive services, and housing programs to families and single women experiencing homelessness in Maricopa County. UMOM serves over 15,000 unique individuals across all our services annually, including families receiving support at the Family Housing Hub.

Position Description: The Assistant Director of Development is a full-time member of our Philanthropy Team responsible for increasing UMOM’s private support from individuals. This position is responsible for identifying new donors, cultivating long-term relationships, retaining donors at the mid-level gift range ($1,000-$5,000), and/or moving donors along the donor pipeline through exceptional cultivation, timely solicitation, and relevant stewardship.

This position is an integral part of a growing team that is the driving power behind significant growth in private giving over the next five years. The successful candidate will be someone who will take personal and professional pride in working for an organization with a great reputation that provides programs to help end homelessness in our community!

Essential Duties and Responsibilities:
Donor Identification, Cultivation, Solicitation, and Stewardship - 75%
Manages a portfolio of 150-200 individual prospective donors with an emphasis on retention and programmatic growth by ushering prospects through the donor commitment continuum from discovery to cultivation, to solicitation, and to stewardship. In so doing, develops and implements results-driven major gifts giving strategy to secure gifts of $1,000-$5,000 from individuals. Responsibilities include but are not limited to:
● Designs and activates a multi-year, strategic individual giving plan with the goal of program growth resulting in increasing funds raised from $1,000,000 annually to $2,000,000 million annually over the next three to five years.
● Represents the organization and presents the work of the organization at select donor convenings, donor affinity groups, and other public engagements.
● Leverages and attends tours and events for the purposes of donor identification, cultivation, and stewardship.
Manage Young Professionals Council - 20%
● MANages the Young Professionals Council to raise funds and strengthen UMOM’s relationships in the community while building a pipeline of volunteer leadership.
Portfolio Management and General Development Activity - 5%
● Tracks prospects and donor contacts in a portfolio using the organization's CRM and tracking methods, ensuring that all donor information and special requests are recorded and accomplished.
● Reports on quarterly fundraising plan progress metrics and key performance indicators based on donor engagement.
● Performs other duties as assigned.

Qualifications and Competency Requirements:
Education and Experience
● Bachelor’s degree or equivalent experience required.
● 2+ years of fundraising experience with demonstrated success in closing gifts from individuals and/or working in a sales environment.

Effective Date: 05.05.2022
- Outstanding oral, written and presentation skills.

**Computer Skills**
- Proficiency with applications including Microsoft Word, Excel, Power Point, and Outlook.
- Proficiency in Virtuous CRM or comparable donor database software strongly preferred.

**Compliance**
- Valid Level One Fingerprint Clearance Card or the ability to obtain one.
- Valid AZ Driver’s License and a driving record that falls within UMOM’s policy.
- 50/100 level of car insurance coverage (mileage reimbursement available).

**Physical Activities and Working Conditions**
The physical demands and working conditions described here are representative, but not exhaustive, of those that must be met by an employee to successfully perform the essential functions of this job.
- This position is typically performed in an interior, environmentally controlled office setting. The duties of the job require extended periods of time being stationary and manipulating a computer (keyboard, monitor, mouse), and other standard office equipment including, but not limited to printer, fax, calculator, copier, telephone, and associated computer/technology peripherals.

**Additional Attributes**
- Adheres to the highest ethical standards; demonstrates empathetic disposition, and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of the donors and beneficiaries of UMOM’s mission.
- Ability to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully solicited for a gift/gifts.
- Demonstrated ability to understand the needs and interests of donors to develop or strengthen relationships.
- Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of donors and co-workers.
- Ability to speak persuasively and storytell.
- Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements.
- Willingness to embrace and actively support the unique culture and values of UMOM.
- Ability to exercise excellent independent judgment and take ownership of decisions.
- Ability to think on a broad, systems-level relative to the scope of the position.
- Ability to work independently and self-manage to achieve goals while being a strong team player.
- Ability to cope with and embrace change, risk, and uncertainty.
- Ability to develop strong relationships within a fast-paced, collaborative setting that values diverse opinions; enthusiasm for helping drive change as UMOM becomes a more data-driven organization.

**Work Schedule:** The typical schedule for this position is Monday-Friday, 8:00am-5:00pm, with occasional nights and weekends, depending on business needs. Schedule flexibility is subject to the discretion of the position supervisor.

**Other:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To learn more about and apply for this position, and to view all available positions with UMOM New Day Centers, please visit: [https://umom.org/umom-careers/](https://umom.org/umom-careers/)