



Job Description: Development Director

Job Opportunity: Mama's House is a Christian faith-based 501(c) 3 not for profit organization in the Coachella Valley of Southern California. The mission is to provide a safe and nurturing environment for women in crisis pregnancies. We are currently seeking an experienced and skilled professional Development Director working part or full time reporting to the Founder and Executive Director.

Position Summary: The Director of Development is responsible for planning, organizing, and directing all of the fundraising including: the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all these endeavors.

Qualifications & Skills:

- Strong interpersonal, verbal communication and presentation skills;
- Excellent writing, editing and proofreading ability;
- Applied understanding of fundraising principles and development best practices;
- Have the desire to get out of the office and build external relationships;
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls;
- Be organized and exhibit "follow through" on tasks, goals, and reports;
- Display a positive attitude, show concern for people and community, demonstrate presence, self confidence, common sense and good listening ability;
- Establish and demonstrate professional conduct at all times;
- Strong prospect identification and qualification skills;
- Database and spreadsheet proficiency and willing to learn new database software;
- Working knowledge of Microsoft Office (Excel, Outlook, Word). Experience with online fundraising, email marketing, and internet research.

Education and Experience:

Bachelor's Degree in related field
Minimum 5 years experience
Previous management experience a plus
Proven track record or meeting fundraising goals and securing major gifts

Salary and benefits:

20-40 hours per week. Salary commensurate with experience.