



Development Director Job Description

Job Title:	Development Director
Objective:	To provide direction, planning, and execution of fundraising and development related activities on behalf of Havenwood's goals and objectives to maximize potential and increase the base of support in terms of donors and volunteers.
Qualifications:	<p>Formal education equivalent of a bachelor's degree in marketing, community development, communications, or a related field or related experience.</p> <p>Experience in grant writing especially within the nonprofit, service oriented sector.</p> <p>Ability to develop and cultivate strong relationships with community stakeholders and partners. Willingness to network and engage with community members. Strong knowledge in current social media trends and clear marketing skills.</p> <p>Ability to interact with others in positive and energetic manner.</p> <p>Comfortable working with persons in crisis.</p> <p>Ability to use computer software to produce reports and written communications.</p> <p>Excellent written and verbal communication skills, ability to establish rapport with diverse stakeholders.</p> <p>Ability to work with staff members to achieve goals related to fundraising initiatives.</p> <p>Ability to work independently with strong sense of focus. Ability to be task-oriented, nonjudgmental with a clear sense of boundaries.</p> <p>A strong sense of and respect for confidentiality involving both clients and fellow employees.</p> <p>Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.</p> <p>Ability to legally operate a motor vehicle and provide own transportation.</p>

Responsibilities:	<p>Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and Havenwood’s website.</p> <p>Coordinate social media maintenance through the assistance of a volunteer — ensure that new and consistent information (article links, stories, and events) is posted regularly.</p> <p>Lead annual and long-term development planning for the organization to meet identified goals and objectives for organization.</p> <p>Oversee all fundraising activities related to cultivation, solicitation, acknowledgement and on-going stewardship.</p> <p>Cultivate and secure corporate contributions and sponsorships.</p> <p>Cultivate and secure foundation grants and partnerships. Write and manage grants appropriate for Havenwood</p> <p>Creating and executing a strategy for a sustained base of annual individual donors.</p> <p>Create a legacy giving program.</p> <p>Identify, assess and implement all fundraising and cultivation events.</p> <p>Facilitate the board’s participation in cultivating, soliciting and acknowledging donors and serve as lead staff person to relevant committees/work teams as necessary.</p> <p>Keep informed of activities and trends among women’s philanthropy, other women’s funds and fundraising trends locally, regionally and nationally.</p> <p>Represent the organization at events and speaking opportunities, as needed (major donor functions, receptions, community events, etc.).</p> <p>Provide reports / information to the Havenwood Board meetings.</p> <p>Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.</p> <p>Adhere to agency policy, procedures and the professional code of ethics.</p> <p>Other duties as assigned by supervisor.</p>
Physical Demands	<p>Lift up to 50 lbs.</p> <p>Climb stairs.</p> <p>Load and unload donations.</p>
Salary/Benefits	Competitive/commensurate with experience and other qualifications.

Please send cover letter and resume to Debbie Martin at debbie@nwahavenwood.org.