



# MAGDALENE SERENITY HOUSE

## Director of Development Job Description

**Location:** Fayetteville, AR

**Position:** Full Time/Exempt

**Reporting to:** Executive Director

**Start Date:** Negotiable

**Salary:** Salary commensurate with education and experience. Benefits negotiable.

**About Magdalene Serenity House:** Our program is a 501(c) (3) non-profit organization and part of a national network of more than 40 programs modeled after Thistle Farms in Nashville, Tennessee. Our goal is to help rebuild the lives of women who have experienced trauma, addiction, and incarceration through safe housing, long-term support, and community partnerships. We provide a comprehensive two-year residential program that comfortably houses up to eight residents for two years, at no cost to them. Residents receive comprehensive, holistic services to meet mental and physical health needs including: counseling, medical and dental care, assistance with application for benefits, job and education readiness, and life skills training. For more information please visit [www.lovehealsnwa.org](http://www.lovehealsnwa.org)

### **Position Scope:**

The Director of Development will report to the Executive Director and is responsible for maintaining the donor management system and donor correspondence, creating fundraising strategies, events, campaigns, and monthly giving initiatives, year-end appeals and tax letters. The Director of Development will work within the guidelines, policies, confidentiality standards, and mission of Magdalene Serenity House to ensure compliance with all government standards and licensing. The position will include some evenings, weekends, and periodic travel.

### **Qualifications:**

- Embrace the mission of Magdalene Serenity House.
- Have knowledge and experience in fundraising techniques, particularly annual giving and major gift fundraising.



- 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 and goals.
- Strong interpersonal skills.
- Strong writing skills, including completing grant applications and drafting proposals.
- Ability to work well with staff, the Board of Directors and volunteers.
- A bachelor's degree.
- 3-5 years experience in professional fundraising.

**Primary Responsibilities:**

- Meet prospective donors and supporters on a continual basis to establish effective communication.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Direct a program of annual giving including mailings and targeted drives.
- Build a planned giving program and coordinate special events.
- Oversee and maintain fundraising database. Familiarity with Donor Perfect software preferred.
- Oversee stewardship of gifts including thank you letters, gift receipts and other recognition of donors/partners.
- Identify and cultivate new funding streams and new sponsors.
- Work with the Development Committee to establish priorities for strengthening interactions with funders and the larger community to support program activities and accomplishments.
- Assist the Executive Director with the conceptualization and development of strategic ideas to increase marketing and public awareness of program activities and accomplishments.
- Assist the Executive Director with grant identification, proposal writing, and reporting.
- Assist the Executive Director in creating engaging content for social media, website, monthly newsletter, and other communication/marketing material as needed.

**How to Apply:** To apply please submit a resume and cover letter to April Bachrodt, Executive Director, Magdalene Serenity House at [april@lovehealsnwa.org](mailto:april@lovehealsnwa.org). Upon receipt of your resume, you may be asked to submit three references with contact information.

*Magdalene is an Equal Opportunity Employer. We do not discriminate against any person on the basis of race, color, sex, religion, national origin, disability, marital status, sexual orientation, gender, identity or expression, military service or any legally protected status.*

*Must pass Pre-Employment Screening.*

