



Job Description

Job title: Director of Development

Job location: Santee, CA (in-person)

Reports to: Executive Director

FLSA Status: Exempt (full-time)

Salary: \$80,000-\$100,000 annually

Summary:

The Development Director is responsible for developing and executing a comprehensive strategy that sustains and grows revenues from a diverse portfolio, including individuals, corporations, foundations, government agencies, and more. Reporting to the Executive Director, the Development Director provides strategic direction and leadership for all aspects of the fundraising and marketing program at Crisis House, including special events and communications.

Supervisory Responsibilities: None

Essential Duties and Responsibilities

Advancement Plan

Creates an annual Advancement Plan that establishes qualitative and quantitative goals to increase giving to Crisis House, specifically from individuals, foundations, and corporations. Provides progress reports, assessments, and analysis regularly. Implements and utilizes a donor database/CRM tool, and ensures it is used consistently and accurately to inform data-driven decision-making and accounting/audit gift reporting. Provides and presents reports at board meetings in conjunction with the CEO; provides direction and support to the board fundraising committee.

Individual/Monthly Giving

Identifies, cultivates, personally solicits, and stewards prospects for individual, recurring, and major gifts. Oversees the creation, implementation, and evaluation of the individual giving program including increasing recurring giving. Manages stewardship of donors and plans/executes donor cultivation and recognition events as well as the Annual Report.

Events

Oversees planning and execution of the annual fundraising gala as well as other special events.

Grants and sponsorships

Prepares and submits fundraising/grant proposals in support of Crisis House's programs as well as overseeing the timely submission of progress reports to current funders.

**Planned Giving**

Develops and implements a comprehensive planned giving program that engages current and prospective donors and underscores the importance and advantages of long-term philanthropic planning.

Marketing

Assists with writing and reviewing promotional/marketing materials including mail appeals, social media, special event collateral (print/digital), and other related items.

Oversees communications for the organization, including but not limited to public relations, social media, website content, and earned/paid media.

Performs other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Language Ability:

Ability to read and interpret documents. Ability to write reports and correspondence. Ability to speak effectively before groups of clients, employees, and funders.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should know Microsoft Office (e.g. Outlook, Word, Excel, Teams), Canva, social media platforms, and a basic understanding of CRMs.

**Education/Experience:**

Bachelor's degree in a related field or comparable training and extensive work experience in the field. At least 5 years of experience in fundraising for a nonprofit organization is required.

Certificates and Licenses:

Valid CA driver's license

Certificate in Fundraising Management/CFRE preferred but not required.

Knowledge, Skills, and Other Abilities:

- Development professional with a proven track record of successful grant writing, solicitation, and stewardship of individual, corporate, and foundation donors.
- Capacity and creativity to engage and inspire a diverse set of donors, stakeholders, funders, community leaders, and volunteers.
- Passion for Crisis House's mission of providing services to individuals and families fleeing domestic violence or experiencing homelessness.
- Strong organizational skills and ability to smoothly manage competing priorities and respond to the needs of a dynamic organization, effective problem-solving and decision-making skills.
- Ability to work independently and follow through on assignments with accuracy and minimal direction.
- Excellent written and verbal communication skills; comfortability with speaking in groups and creating presentation decks or related materials for donor meetings and proposals.
- Excellent interpersonal skills and demonstrated ability to successfully work as part of a team.
- Ability to maintain confidential office information, including donors, contributions, and all constituent information.

Physical Demands:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods at a computer. The employee is required to walk, sit, use hands, and reach with hands and arms. The employee is required to climb, stand, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to indoor and outdoor settings and works in close proximity to others. Employee occasionally may need to work weekends and evenings based on business needs.

Benefits:

100% paid health insurance (Dependent coverage available), Dental and vision coverage, 401k after 6 months, 13 paid holidays, 7 days of paid sick leave, 2 weeks of paid vacation.

What does success look like in this role:

1. **Substantial Increase in Fundraising Revenue:** Drive an increase in overall fundraising revenue over the next two years, ensuring the financial foundation to extend our reach and assistance.
2. **Enhanced Donor Engagement and Retention:** Elevate donor engagement, aiming for a 20% increase in donor retention and loyalty over the next two years.
3. **Effective Communication of Impact and Mission:** Amplify our voice by increasing brand awareness and community engagement by 30% within the next year.

Are you ready to be a catalyst for change? Join us on a mission to transform lives and communities, where your skills will shape the future of Crisis House.

To Apply: Take the first step in making a lasting impact. Apply now to become our Director of Development and lead the charge toward a brighter future for those in crisis and in need of support. Email a cover letter and resume to kelcie@crisishouse.org with "Director of Development" in the subject line.