

THE DELORES PROJECT

March 2019

Position: Development Director

Reports To: Chief Executive Officer

Salary Range: \$65,000 - \$75,000

FSLA Status: Full Time, Exempt

The Delores Project provides safe, comfortable shelter and personalized services for unaccompanied women and transgender individuals experiencing homelessness. We also work to end homelessness by advocating for housing solutions.

The Development Director is a member of The Delores Project Leadership Team and is responsible for creating a fundraising strategy that harnesses the strengths of the organization by working in partnership with all departments. This position will oversee and manage a robust individual giving program, solicit foundation and government grants with the help of a contract grant writer, and maintain communications for The Delores Project. The Development Director is required to cultivate and steward a portfolio of major donors while developing staff, board members and volunteers to build their own donor relationships.

Primary Responsibilities:

- Create and implement an innovative and growth-oriented fundraising and communications plan to meet organizational budget and increase revenue
- Communicate fundraising goals throughout the organization and equip staff members and board with tools to help reach them
- Develop strategies for philanthropic fundraising program including donor cultivation activities for individual, corporate, faith, and foundation revenue streams
- Manage a portfolio of major donors and prospects
- Administer signature fundraising and donor stewardship events in partnership with the Community Engagement Department and Outreach and Events Committee
- Manage branding, messaging, external communications, and public relations tools (website, e-communications, print materials, reports)
- Represent The Delores Project at public speaking engagements and external events
- Supervise Development staff and contractor(s)
- Maintain donor database, including reports, gift process, donor history, etc.
- Report on fundraising progress and accomplishments to Board of Directors and Leadership Team
- Design and produce Annual Report for stakeholders
- Other responsibilities as assigned by the CEO

Qualifications:

- A willingness to engage in continuous learning about anti-oppression and social justice issues

- Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued
- Bachelor's degree in Communications, Marketing, Business Administration, or other related field, or other equivalent experience, is preferred
- Proven track record of cultivating, soliciting, and stewarding individual major donors
- A proven strategic thinker with experience in creating and monitoring fundraising plans and the tactics to support the strategy
- Skilled at crafting powerful messages via impeccable written or spoken communications
- Prior experience with a board of directors, advisory board, or development committee in reaching fundraising goals and objectives
- High-level organizational skills with ability to meet timelines
- Experience with capital campaigns a plus
- Willingness to work some evenings and weekends
- Demonstrated strong staff management and volunteer relations skills
- Ability to work professionally and respectfully with people from diverse backgrounds and skills in a team environment
- Enjoys working in a lively, hands-on environment

The Delores Project is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, Hispanic/Latino, indigenous people, and LGBTQ candidates are encouraged to apply.

Working Conditions:

Work is performed primarily in an office setting and requires sitting for extended periods. However, this position works with and supports a residential environment to include walking, standing, lifting up to 30 pounds, carrying, pushing, pulling, bending, reaching, climbing, balancing, stooping, and kneeling. Work also includes manual dexterity for typing/operating computer, holding, grasping, and turning objects. Work also requires the ability to speak and use normal or aided vision or hearing. Other hazards may involve exposure to occasional loud noise, exposure to illness or unsanitary hygiene, and exposure to common household chemicals.

To Apply

Email your resume and a cover letter in MS Word or PDF format to Diana Adams, Business & Finance Director at diana@thedeloresproject.org. Applications will be evaluated on a rolling basis.