

Job Description

TITLE: **Development Director**

QUALIFICATIONS:

Minimum Requirements

1. A bachelor's degree in finance, marketing, communication or related field; one to three years' experience in finance, marketing, communications; or the equivalent combination of experience and/or education.
2. One to three years' experience in fundraising management to include events, individual donors and corporate sponsorships.
3. Proven record of setting, meeting and/or exceeding monthly/annual fundraising goals.
4. Demonstrated ability in financial management.
5. Excellent interpersonal, oral, and written communication skills. Ability to build rapport and communicate effectively with diverse donors, sponsors, individual donors, small business and corporate sponsors, supporters, volunteers, co-workers, and the board. Ability to write and deliver clear, compelling, and persuasive donor solicitation requests.
6. Ability to create and lead innovative approaches to community giving specific to the areas served in Cleveland County.
7. Familiarity with Microsoft Office and other donor data bases.
8. Ability to work in social media platforms ethically within the context of domestic violence, sexual violence and stalking.
9. Strong organizational skills a must. Ability to develop work plans from beginning to end, handle multiple priorities, meet deadlines and take responsibility for actions.
10. Ability to maintain a calm, efficient, and good-humored approach to work in an intense, changing, multifaceted work environment.
11. Willingness to work with people from underserved populations (e.g., Tribal and Native communities, communities of color, LGBTQ communities, rural communities, etc.)
12. Ability to work independently and in teams. Ability to mediate differences of opinion, think critically and with foresight, carry out assignment with limited direction adapts to change and be flexible.
13. Commitment to ethical standards in the fundraising and domestic and sexual violence fields.
14. Valid driver's license and insurance and/or ability to travel locally or out of area.
15. Enthusiastic support and understanding of the mission.

Preferred

1. Three to five-year experience and a bachelor's degree in finance, marketing, communication or related field or the equivalent combination of experience and/or education.
2. Events management experience.
3. Familiarity with domestic/sexual violence issues in the current social justice landscape.
4. One-year experience with public speaking.
5. Leadership experience with a nonprofit.
6. Experience in working with an Executive Director, Leadership Team and Board of Directors.
7. Prefer an individual familiar with Cleveland County.

IMMEDIATE SUPERVISOR: Executive Director

GENERAL DESCRIPTION: *The Development Director is a member of the Leadership Team and will lead and expand fundraising efforts, meet or exceed fundraising goals, launch the next phase of its growth, overseeing donor cultivation, stewardship, and retention, as well as implementation of all events and projects. In addition, the Development Director will assist in cultivating relationships with foundations for the purposes of soliciting donations through grants. The Development Director will assist with social media marketing as it relates to fundraising efforts; attend related meetings and assist with volunteers. The Development Director will be responsible for developing annual fundraising goals and the implementing those goals. This position will work closely with supporters, the Board of Directors, and all staff. Ability to look at the fundraising landscape and project how best to move forward in our fundraising efforts is a plus.*

RESPONSIBILITIES:

1. Develop and execute annual fundraising plans to exceed the current fundraising goals as set in the approved budget
2. Assist leadership in the development, coordination and planning of a capital campaign
3. Tangible experience of having expanded and cultivated existing donor relationships over time
4. Ability to communicate clearly and effectively with team members
5. Ability to exercise good judgement
6. Ability to manage political, community, and partner relationships appropriately and professionally
7. Ability to take responsibility for their actions; to promote the agency in keeping with our 501 (c) 3 status and mission
8. Ability to work independently
9. Ability to coordinate multiple tasks at once
10. Proven ability to work with diverse stakeholders to achieve a common goal
11. Demonstrated skills in problem-solving and strategic analysis and planning
12. Self-direction and autonomy working in an unstructured environment
13. Demonstrated experience in inclusive collaboration with organizations and individuals
14. Excellent proven written and spoken communication
15. Ability to travel throughout Cleveland County as necessary. Use of personal vehicle during employment to travel throughout Cleveland County. A valid driver's license and insurance required
16. Ability to understand the role of the position, maintain boundaries between various positions within the agency including volunteers, board of directors and respect service boundaries
17. Ability and willingness to work irregular hours including evenings and weekends to attend meetings and events

Administrative Duties

1. Keep donor database updated.
2. Prepare Thank You letters for donors for signature by the Executive Director
3. Send out direct appeal by designated deadline.

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4. Assist with writing grant proposals for foundations, community-based grants, etc.
3. Prepare deposit, get appropriate review, and deposit funds.

General Duties

1. Follow all Policies and Procedures of the Women's Resource Center, Inc.
2. Meet requirements as set out by Standard and Criteria of the Oklahoma Office of the Attorney General and applicable grants
3. Become familiar with and follow rules for fundraising as a 501(c)3
4. Ability to have a flexible schedule and work some evenings and weekends to manage and attend meeting and events
5. Represent Women's Resource Center as required, and
6. Perform other duties as required

SALARY RANGE: \$38,000-\$50,000 (1 FTE)

NONEXEMPT

The Women's Resource Center is an equal opportunity employer and does not discriminate on the basis of actual or perceived race, gender identification, color, religion, sex, sexual orientation, national origin, age, degree of disability, political affiliation, or status as a veteran, in all aspects of employment and management. Please send cover letter and resume to: Kristy Stewart at kstew33@wrcweb.net. Please put Development Director in the subject line. Resumes will be accepted beginning January 11th, 2022 until position is filled.