

Women's Resource Center

Job Description

Founded in 1977, the Women's Resource Center serving Newport and Bristol Counties in Rhode Island is a private non-profit which provides free and confidential services to victims of domestic abuse and their family members. Each employee contributes to our mission of: ***Leading domestic violence prevention through the empowerment of individuals and the community by providing advocacy, education and support services.***

Job Title: Development Director

FLSA Status: Exempt

Reports to: Executive Director

Supervises: Marketing and Communications Specialist, development volunteers and student interns

Summary

The Development Director leads the overall fundraising efforts for the Women's Resource Center (WRC), and is responsible for maximizing the agency's visibility and relationships within the communities we serve. S/he will be responsible for retaining and expanding existing funding streams and creating and implementing new models of income generation in order to scale philanthropic initiatives and raise increased revenue from individual, foundation and corporate donors. The Director will cultivate relationships with and solicit gifts from high-net-worth individuals, foundations and corporations. The Director will grow the WRC's financial resources by implementing the highest quality programs in annual giving, major gifts, institutional giving, donor relations and development operations. This position works closely with the Executive Director, Board of Directors and the Development Committee and Chair.

Essential Functions:

- Working with the Executive Director and Development Committee, create and implement overall philanthropy strategies, and a comprehensive multi-year development plan to include, but not be limited to:
 - Growing the donor base of individual, major and leadership giving
 - Identifying, cultivating and soliciting high-net-worth individuals
 - Developing corporate giving relationships
 - Maintaining and further strengthening foundation giving
 - Special events
 - Stewardship
- Work with Executive Director to develop annual development goals and report progress and development activities to the Executive Director on a regular basis and as requested
- Create and implement an annual giving program to meet or exceed goals. This includes, but is not limited to:
 - Direct Mail
 - Face to Face solicitations of high-net-worth individuals
 - Solicitation from donor base
 - Board giving

- Workplace giving
- Corporate giving
- Employee giving
- Special events
- Conceive, organize and oversee special event programs
 - Manage signature fundraising event in coordination with the Development Committee, and smaller events
 - Recruit and work effectively with volunteers on events
 - Identify and solicit corporate sponsors
 - Complete post-event analysis and provide reporting to the Development Committee and follow up with constituents
- Strategize, create and implement a stewardship program
 - Develop individual stewardship plans for major and leadership donors
 - Develop group plans for donor groups – individuals, corporate, foundations, etc.
 - Work with Executive Director to cultivate and steward major and leadership donors
 - Develop and implement activities to cultivate deeper ties with donors
- Community Relations
 - Network with the community and implement outreach programs, including public speaking, to strengthen ties with the community
 - Attend various public events representing the Agency and effectively present the mission and services we provide
- Responsible for the effective management and full utilization of the Agency’s donor database ensuring the integrity of the content and its timely upkeep. Monitor and track donor information and present relevant information when requested.
- Analyze data on donors and events to better meet overall goals
- Effectively manage and work with the Marketing and Communication Specialist to produce marketing materials in support of development activities and events. Work with the Marketing and Communications Specialist, the Executive Director, Development Committee and Public Relations firm to develop a communications and public relations strategy.
- Work effectively with the Development Committee and Chair. Attend monthly Development Committee meetings and report progress on the development plan and activities on a regular basis.
- Remain informed of industry trends and opportunities, research funding sources and report findings as requested
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Qualifications

- Bachelor’s Degree
- 5 or more years professional experience in a non-profit organization; demonstrated success in a development function including managing and forging relationships with multiple donor sources
- Professional leadership and time management skills; excellent attention to detail; dynamic presentation abilities; ability to manage several projects simultaneously
- Excellent written and oral communication skills; ability to influence and engage a wide range of donors and build long-term relationships

- Strong analytical skills
- Initiative to work independently but also a team player who can effectively work with all levels of staff as well as the Development Committee and individuals outside the agency
- Proficiency with a variety of computer programs (including MS Office) as well as donor database management (Network for Good preferred). Experience with publishing or design software helpful.
- Must be able to work a flexible schedule as needed. Evening meetings and attendance at occasional weekend events required.
- Must have own transportation

The Women's Resource Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, employee or applicant in employment of conditions or opportunities for employment on the basis of race, color, religion, gender, sexual orientation gender identity or expression, disability, age or country of ancestral origin.

Please send resumes and cover letters to recruitment@wrcnbc.org along with salary requirements by Friday, February 15, 2019. No application for this position will be considered without salary requirements.