

Call to Safety

## Development Director Job Description



<b>Title:</b>	Development Director
<b>Program:</b>	Development
<b>Hours:</b>	36 hours per week; Primarily weekdays with some evenings and weekends <b>required</b>
<b>Supervisor:</b>	Executive Director
<b>Compensation:</b>	Base salary is \$18.25/hour, 156+ hours paid time off, 10 paid holidays, full health insurance benefits, 401K plan

**Summary:** Call to Safety's Development Director is responsible for securing support and resources that strengthen our services for survivors of domestic and sexual violence. The Development Director works closely with the Executive Director, Project Associate, Board of Directors, and volunteer Development Committee to secure private funding through individual gifts; corporate philanthropy; fundraising events; and in-kind donations.

Call to Safety is committed to sharing our story through fundraising in a way that demonstrates the power and resiliency of survivors. We are committed to ensuring confidentiality when sharing survivors' stories, and we emphasize the ability for survivors to gain safety and control of their lives and choices. Additionally, we often incorporate our crisis line number in promotional materials with the knowledge that anyone who comes across our information may someday need our crisis line number for themselves or someone they care about.

*All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or ability are equally affirmed into membership, leadership and employment at Call to Safety and joyfully welcomed.*

### Specific Responsibilities:

#### —> **Individual & Corporate Gifts**

- Write and coordinate direct mail appeals, working collaboratively with the Project Associate and print shop.
- Craft email appeals to promote individual gifts and marketing of giving opportunities.
- In collaboration with the Executive Director and Project Associate, coordinate and direct an annual donor campaign that engages volunteers in direct asks.
- In collaboration with the Project Associate, ensure that the donor database contains relevant and consistent information about donor contacts and gifts.
- Create case statements and reports regarding various development campaigns that support Call to Safety's fundraising efforts.
- Annually apply to participate in the Willamette Week Give!Guide, and when successful, act as the campaign's point of contact.

- Engage with supporters to raise funds through house parties, with the goal of having a minimum of four per year (i.e. one per quarter).
- Engage the Board of Directors in an annual campaign that identifies and builds relationships with corporate philanthropy.
- In collaboration with the Executive Director, offer training and support for the Board of Directors so that they remain 100% giving and engaged in agency's fundraising efforts.

—> **Fundraising Events**

- Lead the volunteer Development Committee to plan and execute our annual special events.
- Manage all aspects of event planning, including but not limited to: creating event budgets; securing appropriate venues; working with vendors; crafting event program; coordinating volunteers; attending events; and being involved in set-up/take down.
- Secure both corporate sponsorships and in-kind donations so that events are adequately supported.
- Work with the Project Associate to plan event marketing and promote ticket sales.
- Lead procurement efforts and coordination of an annual online raffle.

—> **Grant Writing**

- Assist the Executive Director with writing private and government grant applications.
- Identify new foundations that invest in services provided by Call to Safety.
- Maintain excellent record keeping that stays on top of application and report deadlines, as well as gift and request histories.
- Continuously strengthen relationships and communication with foundations that partner with Call to Safety and act as point of contact with private foundations.

—> **Overall Coordination**

- Create an annual development calendar that outlines all communications, events, procurement efforts, and grant deadlines.
- Promote Call to Safety through the use of social media and online marketing.
- Create quarterly reports and annual Stakeholder Reports that provide an overview of Call to Safety's activities and services to the greater public.
- Ensure that Call to Safety's website is up to date and does an exceptional job describing and portraying our organization and values.
- Provide support of Call to Safety by supporting organizational infrastructure as directed by the Executive Director.

**General Responsibilities – as a member of the Call to Safety staff, you are expected to assist with the following tasks, as needed:**

- Attend bi-monthly staff meetings, monthly Coordination Team meetings and occasional retreats.
- Serve as a visible spokesperson and advocate for Call to Safety's mission and programs in the community.

- Support Call to Safety's commitment to anti-racism by completing six Racial Justice hours every six months.
- Assist with house responsibilities in a team approach.
- Other duties as assigned.

**Qualifications – Required**

- Commitment to creating a healthy work environment that is dedicated to ending domestic and sexual violence and other oppressions.
- Philosophy compatible with Call to Safety mission statement, organizational values, and commitment to anti-racism.
- Minimum of three years of fundraising experience.
- Demonstrated success in fundraising activities, including: annual giving programs, direct mail appeals, special events, and/or grant writing.
- Excellent verbal and written communication skills.
- Experience researching and securing funding opportunities, including private foundations.
- Demonstrated ability to problem solve and be proactive; and to prioritize and handle a variety of projects simultaneously.
- Commitment to building a multi-racial, diverse team.
- Ability to effectively present information to community audiences about Call to Safety services and projects.
- Ability to maintain confidentiality.
- Strong computer technology skills, including Microsoft Publisher, Excel, Outlook and Word. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license, access to a car, and proof of insurance.

**Qualifications – Preferred:**

- Experience with contact management software, eTapestry.
- Demonstrated history of working with survivors of domestic and/or sexual violence.
- Ability to speak multiple languages.
- Experience working in a non-profit environment.
- Demonstrated experience with designing promotional materials and reports.