



Leadership Giving Director

About DOVE and Our Philosophy

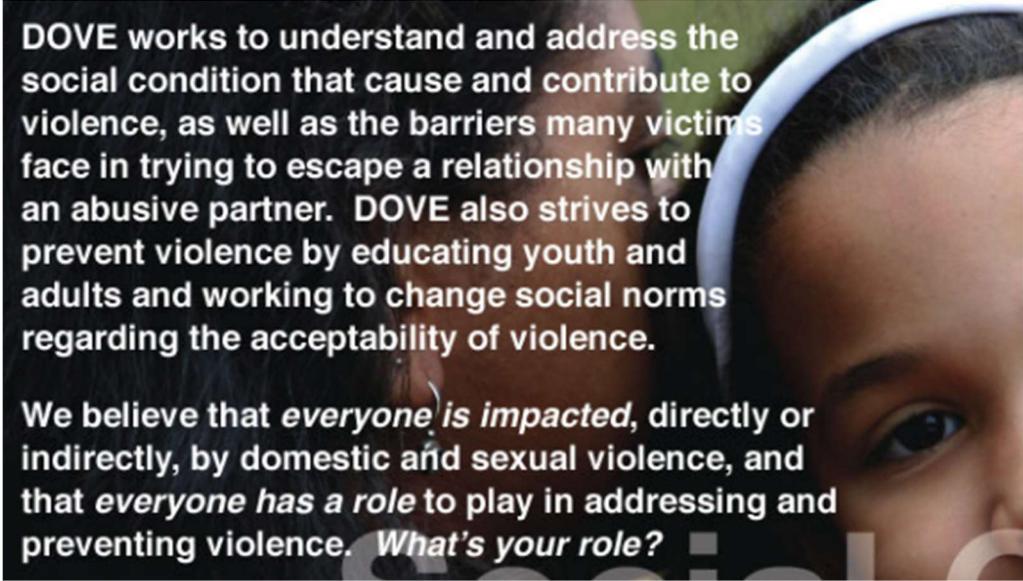
At DOVE, we believe that all people have the right to live without fear of abuse.

DOVE is the only domestic violence organization, including shelter, in Norfolk County and also serves the greater South Shore. DOVE is more than just a women's shelter – we work together to empower women, men, teens, and children to treat each other with respect. At our core, DOVE's work is about supporting healthier and safer relationships.

Since its founding in 1978, DOVE has expanded from a volunteer-run crisis hotline to providing comprehensive support services to victims of domestic and dating violence. These services include a 24-hour hotline, emergency shelter, legal assistance, crisis intervention services, supportive education and counseling, support groups, and assistance accessing governmental and community-based services.

We focus on building healthy relationships through community education and presentations, workshops, and trainings, for health and social service providers, businesses, faith-based groups, community and civic groups. DOVE also operates an important prevention initiative in area high schools.

We are working for a world where **#me too** has a new and positive meaning.



DOVE works to understand and address the social condition that cause and contribute to violence, as well as the barriers many victims face in trying to escape a relationship with an abusive partner. DOVE also strives to prevent violence by educating youth and adults and working to change social norms regarding the acceptability of violence.

We believe that *everyone is impacted*, directly or indirectly, by domestic and sexual violence, and that *everyone has a role* to play in addressing and preventing violence. *What's your role?*



24-Hour Hotline: 617.471.1234 or 1.888.314.DOVE (3683)

Community Advocacy & Prevention Services P.O. Box 690267 Quincy, MA 02269 617.770.4065 www.dovema.org

The Opportunity

As DOVE celebrates our 40th Anniversary of preventing violence in our community, we are seeking a dynamic and strategic Leadership Giving Director, who is fired up about our important work, to build a comprehensive leadership giving program to expand philanthropic support to grow DOVE's impact.

A first of such positions for DOVE's growing development shop, this 60%-100% FTE position will oversee our leadership fundraising strategy, with an emphasis on stewardship and support of current donors, as well as identifying, cultivating, and securing new donors. She/He/They will work as part of a team to focus communications and marketing activities to ensure that we raise DOVE's visibility and increase philanthropic support.

The Leadership Giving Director reports to the Executive Director and will work closely with the Board of Directors to support their involvement in fundraising.

Starting Date: Summer, 2018

Headquarters: Quincy, MA

To learn more: www.dovema.org

Your Responsibilities

- ◆ Create and implement a comprehensive leadership giving development strategy partnering with the Executive Director, Director of Development & Communications, Board of Directors, and other staff as needed to ensure appropriate goals, benchmarks, action plans, and follow-through.
- ◆ Develop and maintain key long-term relationships with donors and prospects, with an emphasis on growing our individual donor base and cultivating leadership gifts (\$1,000 and above).
- ◆ Direct and participate in all aspects of the donor giving cycle: (1) initiate contacts with potential donors; (2) develop appropriate cultivation strategies for donors, including working with volunteers and administrators; (3) move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) make direct gift requests and solicitations; and (5) maintain stewardship contact with donors to keep them engaged in the life of the organization.
- ◆ Develop individual plans and goals for each potential leadership giving donor, based on the donor's giving history and knowledge of the donor's interests and giving potential. This requires prospect research, assessment of donor's interests, and knowledge of DOVE's programs to recommend most effective ways to optimize near-term and longer-term philanthropy in support of DOVE's work.
- ◆ Partner with the Executive Director to further develop foundation and granting relationships.
- ◆ Partner with the Director of Development & Communications to develop strategy for new and existing corporate and sponsorship relationships.

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- ◆ Collaborate with program and communications departments to secure appropriate project information, including budgets, and create offers, proposals, and asks that will be shared with donors to secure gifts.
- ◆ Collaborate with the Director of Development & Communications to ensure consistent branding and messaging for materials, and to develop key fundraising messaging and strategy in DOVE's annual appeals and direct mail solicitations, including segmentation and personalization.
- ◆ Partner with Director of Development & Communications on events to ensure an exceptional donor experience, with a focus on cultivation and stewardship events.
- ◆ Work with Director of Development & Communications to enhance donor recognition in all communication strategies.
- ◆ Write monthly reports as required by the Board that accurately reflect activity and performance.
- ◆ Maintain a strong sense of ethical conduct and demonstrated ability to maintain confidentiality in all matters, including those relating to sensitive donor relations issues.
- ◆ Possess excellent written and oral communication skills to prepare reports, summaries, correspondence, briefings, personalized letters, and other materials, and to communicate and listen effectively in conversation and at meetings.
- ◆ Identify and implement appropriate processes and systems needed to ensure the effective and timely tracking and acknowledgment of all donor relationships. Maintain accurate and complete records of donor communications.
- ◆ Demonstrate a proven ability to prioritize assignments and departmental needs, and to meet deadlines, including timely input of donor notes into database.
- ◆ Make sound independent judgments and complete tasks with minimum direction.
- ◆ Staff the Board Leadership Giving Committee; participate in the Board Events Committee as well as other committees as appropriate.

Your Skill Set

As the incoming Leadership Giving Director, you will possess many, although perhaps not all, of the following characteristics and qualifications:

- ◆ You have 3-5+ of experience in nonprofit fund development, with experience in building relationships across a variety of individual and institutional funders, growing and/or diversifying an organization's fundraising base, and working directly with Board members.
- ◆ You come to this role with prior experience or a demonstrated interest in community development fundraising, and you can articulate a compelling strategies and case statements for a complex, multi-faceted organization.
- ◆ **You have demonstrated experience developing and managing a gift portfolio and a track record of demonstrated success in major gift fundraising.**
- ◆ You have a successful track record of developing and executing creative fundraising strategies and are energized by entrepreneurial challenges.
- ◆ You enjoy working as part of a small, high-energy staff that values teamwork; at the same time, you are comfortable taking the initiative to direct your own work when



appropriate. You can shift between strategic thinking and implementation in response to the needs of a specific situation.

You enjoy serving as an external representative and can uphold DOVE'S positive reputation in all interactions with our community members and stakeholders, drawing on excellent interpersonal and relationship-building skills, a high level of cultural competency, and strong written and oral communication skills.

- ◆ You possess strong organizational skills, setting up structures that allow you to manage your own work effectively and position volunteers and colleagues up for success.
- ◆ You hold a bachelor's degree.

How to Join Our Team

To apply, send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, addressed to Sue Chandler, Executive Director, sue.chandler@dovema.org . Applications will be reviewed on a rolling basis.

This position is based in Quincy, MA, with regular travel required in Boston and the greater South Shore area. Full background check required. Travel using a personal vehicle is required in carrying out the essential duties and responsibilities; expenses will be reimbursed. Some night work and occasional weekend is required.

Compensation and Benefits: DOVE offers competitive compensation and benefits and the opportunity to be part of a dedicated team. DOVE is committed to working for social and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.

DOVE's Mission

DOVE is committed to partnering with diverse communities, families, and individuals impacted by domestic violence. We promote hope, healing, safety, and social change by providing a broad range of preventive and responsive services.

DOVE's Statement of Welcome & Affirmation

DOVE provides services to individuals impacted by domestic violence and welcomes refugee and immigrant survivors both documented and undocumented, people with disabilities, people who are deaf or hard of hearing, people of color, and LGBTQ/T and gender non-conforming individuals.

Posted May, 2018



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