

## Womanshelter/Compañeras Job Description

*Development Professional with excellent writing and analytical skills, willing to make a personal commitment to the mission of providing services to survivors of domestic violence. Grant writing experience strongly preferred.*

**Title:** Director of Development  
**Reports to:** Executive Director  
**Hours:** 40 hour/week  
**Status:** Full Time/Exempt

### **Responsibilities include:**

- Proposal/Grant writing and Research, Oversight and Reporting
  - State and Federal
  - United Way
  - Private Foundation Grants
  - Corporate Sponsorships and Giving/Funding Opportunities
- Plan, implement and coordinate all aspects of the Revenue Generation Plan including timelines, contacts, sample materials and publicity for:
  - Direct Mail Solicitation Campaign
  - Donor Cultivation Plan
  - Acquisition Mailing if deemed appropriate
  - Special events or projects related to fundraising when deemed appropriate
- Manage Donor Database to track donor, foundation, business and corporate giving history
- Implement and oversee plan for acknowledging donations in writing within reasonable of time

Support and assist Fundraising Committee with W/C events and serve on Fundraising Committee.

- Maintain, coordinate and track appropriate records and reports of W/C fundraising events including expenses and revenue and follow-up with a cost/benefit analysis to include staff time.

Assist with developing the agency's operating budget, and serve on the Finance Committee to review Income Statements bi-monthly. Serve on the Audit Committee.

Work with Board and Executive Director to develop long range planning for the organization including identifying and recruiting potential board members.

- Assist in developing and implementing the Womanshelter/Compañeras marketing

plan

- Assist with oversight of Womanshelter/Compañeras social media development and maintenance, and with digital outreach, including creation and distribution of the newsletter.
  
- Design and distribute media and advocacy kits when appropriate.
  - Write and send press releases as needed.
  - Represent and increase positive visibility of Womanshelter/Compañeras through public relations, community outreach and other appropriate methods.
- Assist in direct service program development when appropriate.
- Supervise, train and coordinate fundraising volunteers
- Attend staff meetings, supervisory and evaluation sessions as requested.
- Other duties as assigned by the Executive Director.
- Commitment to maintaining necessary confidentiality of the volunteers, staff and individuals served by the organization.
- Ability to abide by agency bylaws, policies and procedures.