



Job Title	<i>Director of Development</i>
Status	<i>Full-Time, Exempt</i>
Compensation	<i>Salary Range: \$66K-\$88K (Pay rate based on education, qualifications, and experience)</i>
Reports To	<i>Chief Executive Officer</i>
Date	

Overview

Working alongside the Chief Executive Officer (CEO) the Director of Development (DOD) leads the Visalia Rescue Mission’s mid and major-level fundraising team, and is instrumental in developing, implementing, and managing successful donor relationship plans. The Director of Development is an essential contributor to department planning, administration, and operations. As the leader of this team, the DOD will set the vision for and execute both short- and long-term mid-level and major-level fundraising strategies.

Key to this person’s role is working with the organizational leadership to fully understand and leverage the donor experience through the pipeline - from acquisition to mid-level to major gifts to successful planned giving. The DOD maintains effective work relationships within the organization, across program, finance, and leadership. As such, this person will forge solid relationships both internally and externally, pay keen attention to detail, embody our core values, and operate with a strong service and teamwork mentality.

Essential Functions

LEADERSHIP AND STRATEGY: Development Strategy, Portfolio Management and Growth, Major and Mid-level Gift Officer Leadership

- Set the vision + direction for the team’s individual mid and major level fundraising base, including strategies and campaigns for both current and prospective donors, with the goal of bringing in significant new revenue in this funding stream.
- Collaborate with CEO and other leadership in developing, implementing, and managing strategies to acquire new donors and retain and lift existing donors. Works with CEO and others to develop annual strategic plan and set objectives and key results for department.

- Manage aspects of the department’s relationships with other departments in the organization, maintaining a productive inter-departmental environment and resourcing the fundraising team with information necessary to report to donors.
- Leverage strong communication, data, and thoughtful cultivation & stewardship strategies to influence and motivate new and existing individual portfolio managed donors.
- Facilitate production of donor offers to attract support and report on impact.
- Manage the Visalia Rescue Mission’s donor stewardship and gift acknowledgment program. Develop effective stewardship methods that communicate clearly with donors, including special stewardship events. Work with other departments to ensure efficient and accurate receipt processing in a timely manner, ensuring cost-effectiveness, efficiency, and overall donor satisfaction.
- Lead the vision for, plan and execute smaller events for donors and prospects.
- Work on special projects related to donor communications, board management, and other initiatives to drive the development work of the team and a “culture of philanthropy” forward.
- Work to plan and carry out two major events annually with an income generation goal of \$200,000. Plan an Annual Meeting with a Public Relations and Donor Appreciation goal. Assist Board in events as needed.

TEAM MANAGEMENT: Operations

- Direct daily operations and administration of the fundraisers by facilitating department-wide input on special projects, managing reporting systems, and completing special assignments as delegated by the CEO.
- Ensure new and existing donors are assigned to appropriate portfolios and that stewardship plans for each are in place.
- Implement and reinforce efficient systems for tracking donor meetings and lead meeting prep and follow-up for donors in portfolios.
- Work with fundraisers to provide donor strategy, as needed.
- Monitor and coordinate all reports, including activities, expense accounts, and financial accounting related to the fundraisers.
- Manages “up” and “out” facilitating CEO, Program lead, Board, and partner engagement with donors in a strategic manner.
- To model, encourage and clearly communicate the culture, values, mission, and vision of Visalia Rescue Mission to the donors, staff, residents, and clients of Visalia Rescue Mission.

Qualifications and Job Evaluation Documentation

SUCCESS FACTORS

The successful candidate has experience in development, marketing and/or fundraising practices and is skilled at managing, motivating, and coordinating diverse teams to achieve goals and objectives. Must have a demonstrated ability in planning and developing donor relationships and strategy.

The DOD is committed to the donor experience and passionate about what motivates people to support an organization and are dedicated to tailoring outreach to meet those needs. You know every touch point with a donor should be intentional and should further their commitment to ORGANIZATION'S International. You get energy from ensuring that people have a positive experience and treat relationship management and stewardship as a key priority.

The DOD will continually explore and build innovative approaches and when applicable design new ways of doing things. The DOD makes connections, determines fits, and build plans that are responsive to interlocking and evolving challenges and opportunities.

KNOWLEDGE (MINIMUM REQUIREMENTS):

At least 3-5 years' experience in development, marketing or fundraising and a bachelor's degree, preferably in marketing, communications, or public relations. Working knowledge of team dynamics and appropriate methods in shaping team cohesiveness. Skilled in building trusted professional relationships with supervised employees by setting key performance indicators and goals, performing staff evaluations, and excelling within a team environment. Fluent at moving within a wide range of social, professional, and personal environments. Working knowledge of Microsoft Word, Excel, PowerPoint, Canva, etc....and a grasp of the uses and value of new-media, collaboration, and communications tools. Understanding of the administration, and content of fundraising databases. Experience with the use of creative marketing materials and skills that will produce results. Valid CA Driver's License with ability to be insured.

SCOPE OF RESPONSIBILITY:

Oversight of development associates and other donor relations staff as assigned. Develops and manages strategies and activities to achieve fundraising goals and donor recognition and acknowledgement.

INTERPERSONAL COMMUNICATION: Motivates donors to support Visalia Rescue Mission's Mission. Clarifies policies, objectives, and other development and marketing issues to employees. Trains staff, sets clear expectations, delegates responsibility, and requires accountability. A team player, who is committed to providing quality service. Communicates respectfully and is sensitive to cross-cultural issues. Ability to create a team effort focusing on positive issues that produce success. Ability to exercise good judgment, courtesy, and tact in contacts with employees and the public.

IMPACT OF RESULTS: Successful fundraisers securing contributions, which enables Visalia Rescue Mission to fund programs that impact children and strengthen families, increasing the number of people served annually.

Personal Traits

- Personal relationship with Jesus Christ and actively engaged in a local church.
- Interpersonal relatability skills. Must possess soft skills.
- Lives a life reflective of the principles taught in the Word of God.

- Provides spiritual guidance to staff that is aligned with the Word of God.
- Able to maintain a professional environment.
- Resourcefulness, creativity, and problem-solving skills.
- Effective organizational skills for managing multiple tasks independently.
- Commitment to accountability, measuring outcomes, and getting results.
- Sound judgement, professionalism, and positive attitude.
- Fulfill all aspect of the job description according to the biblical principles and philosophy of ministry as defined by the Visalia Rescue Mission Statement of Faith, Vision, Mission Statement and the Five Marks of Developed Christian Character: Spiritual Maturity, Emotional Resilience, Mental Flexibility, Work Excellence, and Bodily Stewardship.

Physical Demands

- Attendance and punctuality.
- Ability to complete significant amounts of computer screen work and entry without restriction.
- Ability to stand or sit in one place for long periods of time.
- Travel in a vehicle to worksites as needed across the organization.

Environmental Conditions:

- Indoors in a typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately seventy-five percent (75%) of the time.
- Frequently work at a fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines.
- May move (walk or drive) from one work location to another occasionally.

Compensation:

- Pay is based on experience.
- Health benefits following 60 days of continuous employment. (**Full-Time Employee's ONLY**)
- Cal Savers/ 401K option is available after 30 days of continuous employment.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: Visalia Rescue Mission will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: Visalia Rescue Mission is an equal employment opportunity employer.

Certification: By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position: _____

I understand that employment with Visalia Rescue Mission is considered “at-will”. Neither I, nor Visalia Rescue Mission, is committed to continuing the employment relationship for any specific term. Either I, or Visalia Rescue Mission, may terminate the employment relationship at any time, with or without cause and with or without notice.

For an employee who is currently performing the job: (Please initial below)

_____ I have reviewed the job description for my position, and it accurately reflects at least 95% of the work I do daily.

_____ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: _____

Signature

Date

Printed Name

Approved By	
Date Approved	

Date Received	
----------------------	--

Approved By	
Date Approved	
Date Received	
