

## **Center Against Sexual and Family Violence Job Description**

**Title:** Director of Development

**Supervisor:** Director of Operations

**Status:** Exempt, 1 FTE

### **Scope of Duties:**

Responsible for securing funding (grants and other sources) for the programs and services of the Center Against Sexual and Family Violence (CASFV) and ensuring compliance with grant administration as well as other donor requirements, reporting, and regulations. Coordinates with department and CASFV staff to obtain data necessary for submission of monthly, quarterly and annual reports. Manages one staff member in fulfillment of the essential responsibilities.

Responsible for the effective organization, implementation, promotion, performance and review of the CASFV's fund development activities, subject to the authority and direction of the Director of Operations, Executive Director and the Board of Directors. Responsible for all agency fund development activities and related external functions, to include coordination of all fundraising activities, and coordination of grant development and compliance.

Serves as a member of the CASFV Leadership Team and is accountable for the achievement of all objectives established.

### **Essential Job Functions:**

1. Knowledgeable of funding requirements, allowable costs and restrictions of all funding sources/grants
2. Seeks funding for agency programs, services, and operations, ensures grant compliance and timely, effective donor stewardship.
3. Represent the CASFV in community partner discussions on domestic violence and sexual assault services.
4. Supervise all internal grant compliance responsibilities for SAPCS, VOCA and all other grants provided to the CASFV.
5. Responsible for the fund development aspects of the agency's financial plan. This involves a constant evaluation of the development program, with recommendations for change as needed, and a system of measuring progress toward attainment of a specified monetary annual goal. Provides staff support to the Philanthropy Committee of the Board of Directors, prepares agenda, manages reports and conducts the meetings.
6. In coordination with the Director of Operations and the Executive Director, help identify staffing and program needs and related fundraising opportunities.
7. Establish forecasts and prepare evaluations of fundraising potential by identifying prospects in order to diversify agency funding sources.
8. Assist the Executive Director in continued development of the agency's foundation, to include establishment and implementation of endowment and planned giving programs.
9. Develop databases, calendars and action plans for current and potential funding sources.
10. In coordination with the Director of Operations and the Executive Director, prepare and present the organization's annual development plan to the Philanthropy Committee of the Board of Directors. Establish and implement benefits, recognition, acknowledgements, and incentives for donors to maintain and improve relationships.
11. Oversee data collection and establish procedures to ensure accuracy of data. Must have or quickly gain knowledge of data system.

Other Duties:

1. Increase the CASFV's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Make community presentations on an on-call basis.
3. Complete required agency trainings, including a 40-hour advocate training.

**Minimum Qualifications:**

Bachelor's degree with at least 5 years of successful multi-channel fundraising experience, including management of federal/state grants and special events. Must be a well-disciplined individual sensitive to the needs of the clients the agency serves, an excellent ability to communicate orally and in written form with demonstrated public speaking skills.

Computer proficiency in Microsoft applications. Demonstrated ability in developing protocols and related documentation. Must have own transportation, valid Texas driver's license, and current insurance.

**Knowledge, Abilities, and Skills:**

- Highly developed interpersonal skills.
- Highly developed written and verbal communication skills.
- Demonstrated ability to deliver presentations before public groups.
- Knowledge of working with volunteers, developing and organizing systems and people.
- Ability to develop positive relationships with individuals in the community.
- Excellent follow-through and proven management skills.
- Should be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of the agency.
- Willingness to work flexible and irregular hours during peak periods.

**Special Qualifications:**

Ability to speak and write in Spanish highly desired.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.