

POSITION TITLE: Development Director
Hiring Range: \$55,000-\$69,000 (depending on experience)

Classification: Full-Time
FLSA Status: Exempt

SUPERVISED BY: Chief Executive Officer

Location: Albuquerque, NM

JOB SUMMARY: The Development Director is a critical position in ensuring the overall success and long-term stability of the organization. The Director position is responsible for planning, developing, and maintaining a comprehensive private and public sector fundraising program on behalf of the organization to enhance the mission and vision established by the Board of Directors and the Chief Executive Officer (CEO). The Director will have the opportunity to build the development team and work collaboratively with the CEO to design and execute the annual fundraising plan. The Director will design and implement a comprehensive development program and appropriate marketing strategies that increase the organization's overall community footprint and expand the donor base. The Director will administer signature fundraising and donor stewardship events, and develop new relationships with key community leaders and government officials that foster organizational growth and program development. The Director will be responsible for the management of the donor database, including maintenance of comprehensive and accurate information, and producing analytical reports for donor stewardship and prospect cultivation. Is responsible for ongoing prospect research, departmental accounting and compliance reporting. Is responsible for donor relationship management. Will establish and oversee a comprehensive program for VIC Volunteers. Maintains confidentiality of all privileged information.

ESSENTIAL JOB FUNCTIONS:

Organizational Management

- Develop organization-wide plans that strengthen our brand identity across all networks and stakeholders
- Make direct, face-to-face solicitations, and assist the Board, CEO and other staff with their solicitation message (ex. provide portfolio development support, strategic counsel, and help with donor communications)
- Establish administrative policies and procedures in the areas of fundraising, public relations, or key functions and for the day-to-day operation of the organization learning, modeling, and adhering to the values of Outreach
- Establish and oversee a successful Volunteer program for the VIC

Fiscal Management & Responsibility

- Support the development of an annual budget and monthly financial statements which accurately reflect the financial condition of the organization in the areas of fundraising, public relations, and marketing
- Support fiscal management that anticipates development and volunteer programs to operate within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position in the areas of fundraising, public relations, marketing and sales

Donor Development and Engagement

- Develop and maintain ongoing relationships with major donors while creating and executing a strategy for a large sustained base of annual individual donors
- Cultivate and sustain relationships with a wide variety of constituencies including current and potential donors, foundations and government sources, local businesses and community partners
- Manage and maintain a comprehensive, accurate donor database ensure accuracy and integrity of all data and accounts

- Establish and achieve departmental goals that include public awareness and media impressions, network distribution through email, print and social media followers resulting in an increase in donor revenue and loyalty
- Plans, manages, coordinates and executes effective, ongoing fundraising and organizational events locally and regionally
- Ensures the timely production of accurate donor acknowledgement letters
- Maintains fundraising and proposal calendars and schedules meetings to ensure that deadlines are met, work is completed in a timely manner and matters are monitored on a routine basis
- Generates new ideas that increase revenue and donor loyalty, while maintaining long-term relationships with existing donors
- Research and identify new grant opportunities that align with the CEO's strategic plan for the company's programmatic growth and development

Public Engagement & Awareness

- Design marketing materials, social media and advertising campaigns as part of a public relations strategy. Focus on a strategy that expands the target audience through community relations, speaking engagements, newsletters and charitable events
- Enhance the company's outreach image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations
- Represent the organization in meeting with potential funding sources and develop strong working relationships with foundations to increase overall revenue and generate new grant opportunities
- Generate and distribute online, broadcast and print materials that engage segments and inspire action
- Acknowledge major donors through public and private recognition to foster continued donor engagement and donations
- Oversee content production and maintenance of the website and other social media platforms

Personnel Management & Team Development

- Hire, manage and retain competent, qualified staff/contractors, within the areas of fundraising, public relations, and development that are creative and innovative in product design
- Supportive member of the Leadership team of the organization

Minimum Qualifications	Bachelor's Degree in Marketing, business administration, public administration or another field that enables you to perform the responsibilities of the duties assigned. Two years advancement, development or fundraising experience required.
	Two or more years of related experience, including knowledge of annual giving, foundation and corporate solicitations, communications and special events
	Proven ability to communicate effectively, with C-suite executives, government officials and key leaders of the community. Excellent writing, presentation skills and computer proficiency required
Preferred Skills	Master's Degree in planning, finance or management or other related field
	Five or more years' experience in professional fundraising or development, to include applied knowledge of fundraising strategies and donor relations as well as data base management experience
	Proven track record of increased revenue generation with individual, corporate and major donor bases. Event planning.
KNOWLEDGE, SKILLS & ABILITIES	
Client-Focused	<ul style="list-style-type: none"> • Empathize with homeless Veterans and families while enforcing tough, but realistic program requirements that align with both the client's needs and the organization's mission / vision • Ability to use positive language (Empathy not sympathy) to affect change in both clients and staff
Judgment and Decision Making	<ul style="list-style-type: none"> • Evaluate conversations and determine eligibility for programs, needs, and services • Use ethical, honest and logical judgment when making recommendations and representing the organization
Communication	<ul style="list-style-type: none"> • Strong written and oral communication skills and appropriate self-confidence and maturity so as to effectively communicate the VIC mission at all levels and across organizational lines • Manage all media contacts and serve as liaison between media outlets and our organization
Technical Skills	<ul style="list-style-type: none"> • Solid, proven budget management skills including budget preparation, analysis, decision-making and reporting • Proactive and constantly listen to all constituents, focus especially on donor needs and know how to identify mutual benefits • Thorough understanding of the Strategic Planning process
Teamwork	<ul style="list-style-type: none"> • Strong organizational abilities including collaborating, planning, delegating, program development and task facilitation • Foster an environment of team cohesion that increase productivity
PHYSICAL REQUIREMENTS	
Constant	Communicate effectively with diverse populations and backgrounds
Frequent	Analyze and interpret government standards and policies effectively
Frequent	Work under pressure of many priorities and meet deadlines
Occasional	Work in difficult weather and environments
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Valid US Driver License, Proof of Current Insurance, Use of Reliable POV • Clean Motor Vehicle Driving Record – no more than 2 moving violations or license suspension in the past 3 years • Pre-employment drug screen
	<i>* Criminal History does not automatically exclude applicant form potential hiring</i>
WORKING CONDITIONS	Indoor: 80% - Office environment Outdoor: 20% - All weather conditions and variable