



OUR FRIENDS PLACE

# Job Opening Development Director

Our Friends Place is seeking a team member who is creative, energetic, and has proven fund raising and development experience.

## **TO APPLY:**

- Send a cover letter and resumé to [Hiring@OurFriendsPlace.org](mailto:Hiring@OurFriendsPlace.org)
- No phone calls please.

## **FOR MORE INFORMATION:**

- Go to [www.OurFriendsPlace.org](http://www.OurFriendsPlace.org)



## Job Description – Development Director

### **Position Title**

Development Director

### **Exemption Status**

Exempt

### **Mission Statement**

Our Friends Place is dedicated to helping young women break the generational cycles of abuse, neglect, poverty and homelessness through empowering self-reliance and independence.

### **Position Summary**

The Development Director is responsible for managing the agency's activities related to fund development, community engagement, and public relations to make OFP's mission possible. The Development Director works with the CEO/Executive Director, Board of Directors, community volunteers, and staff to plan and accomplish development goals. The Development Director also plays a key role in representing and designing events and campaigns. The Development Director reports to the CEO/Executive Director.

### **Responsibilities**

#### People Development

- Collaborate with CEO/Executive Director to recruit, interview, and hire all development and community engagement staff.
- Manage all training and supervision of development and community engagement staff

#### Donor Relations

- Research and coordinate efforts to reach out to and engage individual, corporate, foundation, civic groups, and religious organizations.
- Enhance and scale donor recognition programs.
- Ensure prompt and accurate donor record upkeep in the computer database, filing system and thank you letters in compliance with IRS requirements.
- Oversee and directly support the publication of the annual impact report.

#### Community Engagement and Events

- Oversee consultants, vendors, attendees, and logistics for the agencies community engagement and development events.
- Oversee all agency communications ensuring they are in alignment with all agency messaging strategies.
- Create and manage all fundraising campaigns.
- Oversee promotion of all events with the assistance of staff and Public Relations/Marketing committee.

#### Strategic Planning and Institutional Relations

- Update case statement annually with input from Chief Executive Officer and Chief Program Officer, identify new grant opportunities, ensure timely applications and compliance, and oversee contracted grant writers.



## Job Description – Development Director

- Develop and implement an annual fundraising plan, integrating program goals and current community trends.
- Incorporate new fundraising and messaging practices to elevate the agency's mission.
- Evaluate development and communication efforts to ensure consistency with agency mission, and plan for future activities with CEO/Executive Director, CPO, development/communications team, and Board.

### Board of Directors Support (Budget and Committees)

- Develop, maintain, manage, and serve as staff liaison (when appropriate) for the Resource Development committee, events committees, and the Public Relations/Marketing committee.
- Assist in preparing the annual budget as related to income, development and PR/Marketing expenses, and control expenses to stay within the approved budget.
- Other duties as assigned by the CEO/Executive Director.

### **Qualifications**

- Bachelor's degree required, master's degree or CFRE certification preferred.
- A minimum of two years of experience in non-profit services and experience working with a board of directors is required.
- Proven fundraising experience is required.
- Experience with data management and reporting.
- Employee development and management experience preferred.
- Excellent writing and public speaking abilities.

### **Essential Qualities**

- Culturally aware, respectful, and appreciative of differences
- Strong relationship builder
- Entrepreneurial spirit
- Integrity and passion for growth
- Highly organized and demonstrated success in coordinating multiple workstreams.
- Flexibility to attend events, breakfasts, and dinners, etc. outside of normal working hours as needed.

### **Physical Requirements**

Job conditions require walking, driving, sitting, twisting, stooping, crouching, kneeling, talking, or hearing, making visual inspections, making precise hand and finger movements, reaching, or grasping, lifting, or carrying up to 25 lbs., pushing or pulling up to 25 lbs. A car and a valid State driver's license are required.

### **Professional Expectations**

- Remain mission driven in all aspects of agency work.
- Participate in staff training and planning sessions.
- Serve as a philanthropic ambassador within the agency and the community.