

## JOB ANNOUNCEMENT

**POSITION:** Director of Development

**ORGANIZATION:** Next Door Solutions to Domestic Violence

Next Door's mission is to end domestic violence in the moment and for all time.

Since 1974, Next Door has provided prevention and intervention services to women, men, children and teens in Santa Clara County and has grown into Santa Clara County's most comprehensive domestic violence service agency. Next Door has helped build the lives of tens of thousands of individuals and now serves over 10,000 people annually at seven locations with services that include: shelter, food, clothing, transitional housing, crisis counseling, case management, legal advocacy, support groups, children and teen programs, and a Language Bank, which provides access to services in over 35 languages.

Next Door's annual operating budget in FY 2011/12 is approximately \$2.5 million. The Director of Development (DD) reports to the Executive Director (ED), is a member of the Executive Team, and has direct supervision of all development staff members and functions.

**BASIC FUNCTIONS:** Plan, develop, and implement programs and campaigns designed to increase financial support to meet the fundraising and community relations' objectives of Next Door. Create and implement a strategic communications plan to increase visibility. Function as a staff liaison to the Board of Directors Fund Development Committee and other Board committees as appropriate.

**RESPONSIBILITIES:** Specifically, the DD will:

*Fund Development:*

- Create a comprehensive development plan and work with key staff to integrate formalized development activities.
- Execute all fund raising programs.
- Plan and implement a Major Gifts Program to meet specific revenue and contribution goals.
- Work with Executive Staff and the BD to create multi-year plan to develop and implement a Planned Giving Program as well as an agency Endowment.
- Solicit major gifts from individual donor prospects in partnership with the CEO and BD.
- Direct the Foundation and Corporate fundraising efforts: fund raising, research, proposal and report writing.
- Direct and coordinate individual prospect identification and cultivation activities.
- Direct and coordinate donor stewardship activities.
- Motivate, train and involve the BD, staff and volunteers to enhance fundraising activities.
- Oversee donor acknowledgment and recognition programs.
- Supervise production of fund raising reports; analyze results and evaluate effectiveness of fund raising programs.

- Oversee the maintenance of the donor database system; ensure accurate and complete data capture.
- Keep current on trends in the fund raising field.

*Community Relations, PR and Marketing:*

- Oversee the development of communications, public relations and marketing strategies.
- Oversee media planning, outreach and press relations.
- Oversee the agency's social media presence.
- Oversee agency graphics and branding; creation of Next Door collateral materials and website.
- Ensure that marketing/PR activities are coordinated to support and promote fund raising efforts.
- Act as agency spokesperson, as requested by the ED.
- Oversee the community relations and agency volunteer outreach programs.

*General:*

- Bring the values and vision of Next Door into all fundraising/community relations' activities.
- Meet operational and fundraising goals & objectives; effectively manage time and resources.
- Maintain effective and cooperative working relationships with ED, staff, BD, donors, volunteers and representatives from other agencies.
- Ensure that all development and community relations work is accurate, of quality and is completed in a timely manner.
- Establish performance standards; manage, review and evaluate Development staff.
- Oversee and monitor progress of fund raising consultant(s), as needed.
- Participate in agency's management team meetings.
- Lead staff Development Team meeting.
- Participate and contribute to agency strategic planning process.
- Work with Executive Staff and BD to create and monitor Next Door's budget and operational plans.
- Meet deadlines and effectively prioritize projects and objectives for self and staff.
- Other projects and duties as assigned.

**QUALIFICATIONS:**

- Demonstrated passion for social change.
- Experience working in/with social service nonprofit organizations, preferably in the women's issues
- Broad experience in a variety of fund raising techniques and skills including major gifts, annual fund, direct marketing, special events, planned giving, foundation and corporate solicitations.
- Proven track record of managing a comprehensive development department, preferably involving major donors.
- Clear understanding of the role of a Board of Directors as it relates to fundraising. Experience working with a Board is preferred.
- Strong commitment to ethical practices.
- Able to work effectively both independently and as part of the Executive and Development teams.

- Technologically adept, preferably including Raiser's Edge.
- Able to think conceptually and plan strategically.
- Able to work flexible hours as needed.
- A positive and optimistic personality with a sense of humor.
- Exemplary oral, written communication, interpersonal, and negotiation skills; ability to communicate with tact and diplomacy.
- Ability to adjust to changing priorities from various directives, manage workload changes and impacts, including multi-tasking under stress to meet deadlines
- Ability to build consensus among groups.
- Model leadership-level behaviors and attitude.
- Computer proficiency required.

**EDUCATION & WORK EXPERIENCE:**

- Five years (minimum) broad fund raising experience including, annual fund, direct marketing, special events, major gifts, planned gifts, foundation and corporate gifts.
- Demonstrated success in raising at least \$600K a year from both individual and corporate sources.
- Experience managing a budget of \$1 million+.
- Knowledge of Santa Clara County funders preferred.
- BA/BS degree.
- CFRE preferred.

**COMPENSATION:** The compensation range is \$90,000 – \$100,000. Final salary offered will be based on the applicant's meeting job qualifications and commensurate relevant experience. Comprehensive benefits package offered as well.

**TO APPLY:** To be considered, please submit your **RESUME**, and a **LETTER OF INTEREST** that articulates your experience as it relates to our needs by **January 13, 2012**, to:  
[development@nextdoor.org](mailto:development@nextdoor.org)

*Next Door is an equal opportunity employer committed to developing the leadership skills of people from diverse backgrounds.*