

Artemis Center for Alternatives to Domestic Violence

**Title:** Development Director

**Hours:** Full time (40 hours per week, exempt position)

**Reports To:** Executive Director

**Description:**

The Director of Development will have leadership responsibility for developing and implementing Artemis Center's fundraising strategy. In this role, the Director of Development will work with the Executive Director, the Board of Directors, Marketing & Communications Coordinator and agency Management Team to develop fundraising strategies including individual giving, major donors, corporate and foundation giving, events, and volunteer management.

The Director of Development will be expected to work closely with the Executive Director and the Marketing and Communication team, to develop ties with community organizations, corporations, and individual supporters, to uplift donor stewardship, acquisition, retention, and appreciation.

**Essential Duties:**

Annual Campaign:

1. Develop and execute fundraising strategies that meet annual revenue goals across campaigns, including: individual giving, corporate gifts, foundations, and special events.
2. Ensure effective use of CRM systems to achieve the overall objectives of the agency' annual campaign goal.

Board Interaction and Support:

1. Attend Board of Directors meetings and prepare bi-monthly development reports for Board members as required.
2. Work in partnership with the Executive Director to train, motivate, and involve Board members in the development process, specifically, Donor Engagement process.
3. Keep Board of Directors up to date with events, campaigns, and other ways to be involved with organization.

Community Engagement:

1. In partnership with the Executive Director, assist in the cultivation of community giving to the agency.
2. In collaboration with the Marketing and Communication division, develop presentation materials for agency representatives, and key stakeholders to use in representation of the agency.
3. Must be willing to present to groups/other organizations on general information about the agency.

4. Attend agency events, non-agency events and community trainings.

#### Foundation/Corporate Relations:

1. Identify, cultivate, and maintain relationships with key private foundations and corporations with interests in working with Artemis Center.
2. Provide ongoing stewardship and program progress to funders while developing updated information for prospective funders on programs of interest.
3. Successfully achieve the annual financial goal for corporate and foundation giving.

#### Grants:

1. Working in partnership with the Grant Writer, help maintain needed information for the grants process, including maintaining correct grant information in CRM database.
2. Communicate with Grant Writer when grants are received, and information is entered.
3. Research and Write grants as needed.

#### Individual Giving (including planned and major gifts):

1. Work closely with Executive Director, and Finance Team to develop and implement fundraising strategies consistent with the agency' goals.
2. Working in partnership with the Executive Director, be responsible for raising donations at the major gift level for operating needs to optimize fundraising success and help fulfill mission and strategic objectives.
3. Work collaboratively with internal/external stakeholders and volunteers to identify prospects. Develop and implement short term and long-term cultivation and solicitation strategies.
4. Involve and train Board members and other agency volunteers in the acquisition of major gift and planned giving support.
5. Implement acknowledgement and recognition systems for all donors.
6. Develop and oversee special procedures to monitor and evaluate major gift and planned giving progress.
7. Work collaboratively with the Marketing and Communications team to develop appropriate recognition, engagement, and communication tools.
8. Develop and maintain key donor relationships.

#### Marketing & Communications:

1. Work with Marketing & Communications Coordinator to ensure general upkeep and maintenance of website is completed.
2. Work with Marketing & Communications Coordinator to develop and print all marketing materials.
3. Work with Marketing & Communications Coordinator to develop and maintain social media and email campaign calendar.
4. Work with Marketing & Communications Coordinator to develop content for all social media and email marketing campaigns.

### Special Events:

1. Work with Board members and Executive Director to develop key signature events.
2. Develop special cultivation events as they relate to achieving agency goals.
3. Drive increasing attendance and average gift size.
4. Achieve the annual financial goal for special events.

### Supervision:

1. Supervise the Marketing & Communications Coordinator

### Professional Conduct:

1. Maintain a high standard of ethics, integrity, and professional practice in development activities.
2. Actively engage in conferences, seminars, professional organization meetings, networking and stay current on trends in philanthropy.

### Other Duties As Assigned:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Education, Knowledge and Additional Experience:**

- Bachelor's Degree in a human-service, public relations or business-related field.
- Minimum of 3-5 years of experience successfully managing a fundraising program.
- Demonstrated experience in and understanding of diversity, equity, inclusion, and systemic antiracism, as it relates to Development and the strategic vision of an organization.
- Experience utilizing donor databases and online fundraising tools. Working knowledge of Salsa CRM a plus.
- Previous experience with Marketing campaigns and Public Relations.
- Supervisor experience.
- Knowledge about domestic violence/interest in social justice issues, particularly violence against women.
- Ability to present agency mission and vision to the public.
- Must satisfactorily pass criminal history check.
- Must have reliable transportation and a valid driver's license (or be able to obtain one by date of employment).
- Able to engage with diverse populations in a culturally responsive manner.
- Strong commitment to Artemis Center's mission, vision, and values.
- Excellent verbal and written communication skills.
- Able to work well with employees at all levels and across all departments and divisions of the organization.
- Well organized; able to perform multiple tasks efficiently with minimum instruction.
- Knowledge of budget preparation and administration.
- Willing to work evening and weekend hours when needed.

- Proficient skill set with MS Office Suite programs.

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for long periods of time. In this position, you must be able to regularly lift and/or move up to 20 pounds.

Interested Candidates should send a resume and cover letter to Jane Keiffer at:

[JaneK@artemiscenter.org](mailto:JaneK@artemiscenter.org)