WOMEN’S ADVOCATES, INC.

Development Director Job Description

ORGANIZATIONAL BACKGROUND
Women’s Advocates is a safe place where battered women and their children can escape domestic violence. In addition to providing shelter, Women’s Advocates provides personalized support, advocacy, education, and resources for nearly 1,000 women and children every year. The first shelter in the nation for battered women, Women’s Advocates opened its doors in 1974. Women’s Advocates welcomes women and children of all backgrounds and cultures.

PURPOSE OF POSITION
The Development Director is responsible for managing and implementing a comprehensive development program to build relationships with a broad range of individuals, corporations, foundations and government entities to help the Women’s Advocates meet its strategic goals. This position is responsible for developing and executing a comprehensive development plan, including maintaining current donors and the identification and solicitation of new major gifts and grants. This position reports to the organization’s Executive Director.

DUTIES AND RESPONSIBILITIES

Fund Development
- Develop new and continuous foundation, organization and corporate support.
- Generate grant requests and proposals to send to foundations and corporations.
- Establish and maintain relationships with donors.
- Write and submit reports as required by foundation and corporate supporters.
- Maintain development files necessary to support reports and other data requirements.
- Maintain donor information in fundraising database
- Record and recognize all cash, in-kind and foundation support in a timely manner.
- Work in conjunction with the Executive Director to provide staffing for the Board Development Committee. Serve as staff lead for the committee.
- Plan, organize and execute fundraising events, activities and appeals.
- Respond to donor calls and emails concerning potential in-kind donations to meet program needs.
Community Relations

- Coordinate and provide orientation and tours for community members & donors.
- Develop and coordinate marketing and public relations activities.
- Draft and produce annual report.
- Work in collaboration with Outreach Specialist on e-newsletter and other written communications.
- Assist with updating and maintaining organizations website and social media outlets. Other duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal communication skills.
- Ability to establish and maintain relationships with donors and volunteers.
- Strong organizational skills.
- Proficient in Microsoft Office with the ability to learning E-tapestry.
- Ability to handle multiple assignments and to establish priorities.
- Ability to collect, analyze and report data.
- Ability to work effectively with diverse groups of people.
- Some evening and weekend hours are required.

**QUALIFICATIONS**

The ideal candidate will possess at least a Bachelor’s and 5 or more years of experience in one or more of the following areas: nonprofit management, fund development, communications marketing, public relations or other related fields.

**To apply:** Send resume, cover letter and 3 professional references to Katoria Kennedy, Employee and Community Relations Specialist at kkennedy@wadvocates.org.