

Mitchell Area Safehouse, Inc.

Position Description

Title: Development Director

Reports to: Executive Board Members from the Safehouse and Foundation Board or appointed board.

Supervises: None

Status: Full Time, 40 hours, flexible schedule as needed

Salary Range: \$40,000-\$45,000, based on experience

Qualifications: Bachelor's Degree from an accredited four-year college or university OR one to two years of experience in leadership and/or fundraising and marketing or equivalent of education and experience. Experience with direct supervision of staff preferred.

Duties & Responsibilities:

- Create and implement an annual, comprehensive development plan for the Safehouse and Safehouse Foundation to include goals, targets and a schedule of activities to attain goals
- Provide leadership for all Safehouse and Safehouse Foundation fundraising activities; participate and attend all events organized by the Safehouse and Foundation Boards and staff; work with both the Operating Board and the Foundation Board to establish a volunteer project leader and a committee of volunteers for each project as needed
- Work closely with Executive Director to actively cultivate relationships and opportunities with a broad spectrum of corporations, public and private grant funders and individual contributors
- Coordinate all aspects of gift processing including registration, tickets, sponsorship, pledges, gift receipt and thank you correspondence for all events
- Develop a plan to increase financial and volunteer support from the eight-county area served by the Safehouse
- Report monthly fundraising status as compared goals to Safehouse Board and Safehouse Foundation Board
- Develop and continually correct, update and add to a donor list; coordinate all donor mailings including solicitations and thank you correspondence
- Assist with/or work with the Executive Director to prepare local and private grant applications and requests as needed
- Maintain and manage cumulative donor-giving records and provide appropriate and generous donor recognition
- Develop Safehouse/Safehouse Foundation brochures and promotional materials including stationary, envelopes, brochures, and project specific materials to establish one identity

Recommended Skills:

- Excellent written and verbal communication skills
- Strong interpersonal skills; evidence of excellent long-term relationship-building
- Self-starter with the ability to prioritize and juggle multiple projects and deadlines simultaneously
- Outstanding problem-solver; flexible and adaptable to change
- Strategic thinker, able to communicate and implement the vision/plan for the growth of the organization
- Strong computer skill, including demonstrated experience with Microsoft Office Suite
- Proven experience with the creation, printing and distribution of printed materials
- Knowledge of and ability to maintain data bases with a donor tracking program
- Ability to foster excellent community relations and representation through activities and participation in meetings and special events

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Repetitive motion of wrists, hands and fingers
- Mobility and light lifting
- Adequate visual acuity to perform essential functions of position
- Adequate hearing to perform essential functions of position

Hours of Work:

- Ability to maintain flexible schedule, Monday through Friday, occasional weekends and evenings
- Travel required: valid driver's license and ability to provide dependable transportation
- Ability to adjust hours as needed to cover events and the needs of the position

Please send cover letter and resume to:
Development Director
Mitchell Area Safehouse Foundation
PO Box 117
Mitchell, SD 57301