Job Description
Shelter House

Position Title: Development Director

Position Summary: Full-time position; Development Director is responsible for establishing and implementing a development plan to raise funds necessary for agency operations and achieve engagement and outreach objectives through a broad range of fund development and communications strategies. Development Director will manage, direct, and support Development staff and oversee department activities.

Key Responsibilities:

1. The Development Director will oversee and provide leadership on all fundraising initiatives including annual appeal, capital campaign, contributions, corporate and private grants, employee giving, end-of-year appeal, mission-focused fundraisers, planned giving, special events, and sponsorship.

   - Work with the agency Directors, Board, and relevant staff to develop annual fundraising goals and create and implement a strategic development plan in coordination with agency objectives and goals.
   - Manage development budget in consultation with Director of Strategic Operations & Resource Management.
   - Conduct extensive research and report on prospective opportunities to approach foundations, corporations, and individual donors for funding of programs and specific projects and execute planned opportunities.
   - Nurture and cultivate relationships with donors and prospects including recognition and other activities as appropriate.
   - Write and submit grant proposals to secure corporate and private foundations funding. Contribute to other grant proposals as appropriate.
   - Coordinate all aspects of the grants management process, including tracking progress of grant proposals, schedules of required reports, responding to funding representatives’ questions, and conducting the required follow up necessary to secure grants.
   - Responsible for execution and implementation of direct mail campaign including annual report with coordinating appeal and end-of-year campaigns.
   - Develop and carry out a planned giving program, including cultivation of current donors and prospects to encourage gifts of assets through planned giving.
   - Grow a major gifts program including identification, cultivation, and solicitation of major donors.
   - Identify, cultivate, and solicit corporate and organizational donors (sponsorships) in support of special events and projects.
   - Encourage internal (Board and staff) culture of philanthropy.
Our mission is to provide safe shelter and help people improve the quality of their lives as they move beyond homelessness.

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2. The Development Director will implement, maintain, and manage strategic internal and external communication efforts with a focus on fund development to build and sustain agency engagement and outreach.

- Serve as agency representative for various public speaking engagements or engage appropriate staff and facilitate representation.
- Conduct on-site facility tours for community partners, funders, and donors.
- Create and cultivate media relationships and serve as agency media contact.
- Establish and maintain agency brand identity.
- Internally communicate outreach and engagement opportunities to staff.
- Coordinate the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and website.
- Work effectively and persuasively with other staff members, training them as needed, and utilizing their knowledge and talent for content development and sharing.
- Oversee all aspects of website development and maintenance to optimize its effectiveness in reaching target audiences and provide easily accessed, informative, and persuasive communications.
- In tandem with development staff, build and execute ongoing social media strategy to support organization goals.
- Assist the agency Directors as directed in keeping members of the Board updated and engaged in agency development activities.

3. The Development Director will manage and lead the development team; communicate goals, objectives, and deadlines to the team; and assesses individual and team performance.

- Manage, direct, and support Community Engagement Manager and Donor Relations Coordinator staff and oversee development department activities.
- Provide assistance to human resources, including hiring, training, and evaluations.

Other Responsibilities:
1. Participate in professional associations and activities as necessary and appropriate.
2. Work effectively with volunteer committees to achieve development objectives.
3. Support all department fundraising events and campaigns.
4. Serve as engaged and involved team member, supportive of the varied experiences and perspectives of internal and external constituents.
5. Other duties as assigned.
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Position Qualifications:
1. Bachelor’s degree in nonprofit management, business administration, or related field.
2. 3 – 5 years progressive development experience including grant writing, cultivation, solicitation, major giving, foundation, and corporate fundraising.
3. Knowledge of fundraising principles relative to foundations and other institutional funders.
4. Strong research skills and knowledge of fundraising information sources.
5. Strong verbal and written communication skills; particularly strong writing/editing ability is required.
6. Ability to cultivate meaningful relationships with a broad range of funders and supporters.
7. Capacity to take initiative, build consensus, and to work effectively cross-departmentally.
8. Ability to successfully manage multiple tasks simultaneously and work well on deadline.
9. Ability to work independently without significant supervision.
10. Experience in all Microsoft applications, including Word, Excel, PowerPoint, and Publisher.
12. Strong ability to self-manage with significant strength in time management.
13. Stellar attention-to-detail and organization skills.
14. Exceptional verbal and written communication skills.
15. Ability to accurately maintain records, prepare reports, and coordinate multiple projects.
16. Flexibility in work schedule; occasional evening and weekend hours.
17. Must have a valid driver’s license and own transportation.

Compensation is commensurate with experience. The position is a full-time position that includes health, dental, and retirement benefits. Interested applicants should submit a cover letter, resume, three references, and, if desired, a work sample or portfolio to Cady Gerlach, Director of Strategic Operations and Resource Management at hr-staff@shelterhouseiowa.org. All completed applications should be submitted before January 15th for full consideration by the selection committee. Shelter House is a United Way Agency and an Equal Opportunity Employer.