



POSITION:	Development Director
REPORTS TO:	Executive Director
STATUS:	Full-time/ Exempt
LOCATION:	Mankato, MN office

JOB DUTIES AND RESPONSIBILITIES:

The development director within the Committee Against Domestic Abuse, Inc. (CADA) is a key position providing support to each of CADA’s program areas through relationship building, donor engagement, grant writing/reporting, and fundraising. The purpose of the development director’s position is to successfully solicit the philanthropic monies necessary to strengthen the mission of the organization. This success depends upon the fostering and continual expansion of a solid and diversified development program, and a creative and targeted marketing function. The development director collaborates closely with the executive director.

MAJOR TASKS/RESPONSIBILITIES:

Program Administration: Directs, refines and evaluates an effective, diversified development program to meet the unique fund-raising needs of the organization.

- Participates in strategic planning/annual strategic goal setting to set the direction for specific development efforts
- Develops and ensures efficient execution of all fundraising campaigns designed for multiple sources including, but not limited to, individuals, corporations, public and private organizations
- Develops/maintains a menu of donor options to encourage gifting and donor satisfaction
- Set standards for and evaluates the success of various development methods and efforts, revising accordingly
- Ensures maintenance, in collaboration with CADA’s administrative and communications specialist, of an accurate donor base on applicable software
- Recommends participation of board members in specific philanthropy activities and support those activities accordingly
- Participates in annual budgeting for the department
- Manages within the budget, ensuring correct application of donor-designated gifts with support from CADA’s fiscal manager
- Tracks progress of pending Legacy gifts and bequests
- Provides information to the executive director and others, as appropriate, for use in reports, monitoring and audits to ensure internal transparency of the development program
- Ensures that all legal reporting requirements are satisfied
- Adheres to the accepted standards and ethics of professional fundraisers

Grant Funding: Seeks funding from private and public funders, continually fostering relationships with them.

- Help monitor for potential funding sources that could contribute to core CADA services and initiate processes to request funds
- Writes and submits approved grant proposals to established funding sources, ensuring adherence to proposal requirements
- Researches and recommends new funding opportunities
- Fosters relationships with funders to encourage trust and collaboration
- Collaborate with program managers to ensure proper program evaluation tools are in place and communicate relevant findings to grantors and potential funders

- Ensures required reports to funders on a timely basis

Donor Relations: Cultivates relationships with donors and potential donors to continually strengthen the donor base for the mission.

- Researches, identifies and contacts prospective donors, as appropriate
- Meets and builds relationships with individual donors, potentially leading to increased giving
- Maintains a highly responsive acknowledgment/thank you process for donors
- Determines and implements effective donor recognition efforts
- Works closely with executive director on donor development and engagement

Marketing and Public Relations: Develops and directs marketing and communications to the public and target audiences to promote awareness and support of the mission.

- Provides editorial oversight of all agency publications and targeted communications
- Works with CADA's administrative and communications specialist to ensure timely management of the agency website, including oversight of general content
- Works with CADA's administrative and communications specialist to ensure efficient coordination with the media, including news coverage, news releases and public service announcements
- Ensures the planning and implementation of special events, including friend- and fund-raising events in collaboration with other staff
- Ensures accurate reporting/evaluation of events and follow-up with potential leads/opportunities that may result from events

Leadership and Supervision: Ensures effective development and marketing support for the mission through the hiring and retention of qualified staff.

- Provides management and supervision to CADA's volunteer and intern coordinator, as well as, CADA's administrative and communications specialist
- Hires qualified staff to meet the departments needs and standards
- Orients and trains staff according to organizational/department processes, ensuring that all team members understand their relationship to the whole
- Provides supportive coaching on a regular basis to promote individual and team success
- Identifies opportunities for skill development and job enhancement
- Seeks opportunities to build employee morale and individual motivation

PREFERRED QUALIFICATIONS:

- Experience in a diversified development program
- Experience in organizing large events
- Experience coordinating with multiple stakeholders to accomplish tasks that enhance an organization's mission
- Previous supervisory experience
- 40-hour Sexual Assault certification.
- An understanding of the unique problems encountered by victims of domestic and sexual violence.

MINIMUM QUALIFICATIONS:

- Master's degree in social and behavioral sciences, communications, marketing, nonprofit administration or related field
- Demonstrated ability to effectively write grants and develop relationships that meet the philanthropic needs of an organization.
- Knowledge of and ability of systems level advocacy.
- Computer skills and experience using Microsoft Office software.
- Ability to work with people from diverse racial, cultural, ability, social and economic backgrounds.
- Excellent communication and organizational skills.

- Ability to solve problems and make decisions individually and/or within a team.
- Valid driver license, current insurance, and car are required.
- Ability to work day, evening, and/or weekend hours.
- Ensure individual and agency adherence to all confidentiality policies in the interest of clients and safety.
- Understand and utilizes direct conflict resolution strategies.
- Facilitates collaboration and communication through multiple channels.
- Must pass criminal background checks and reside within the Region 9 area.

PHYSICAL REQUIREMENTS:

- Must be able to use or operate the telephone, computer, and motor vehicle.
- CADA is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.

TO APPLY:

- Please send a cover letter, resume, example of a successful grant you've written, and 3 references to Jason Mack via email: jasonm@cadamn.org by December 27th at 11am. Interviews will be scheduled for December 28th.