



Director of Development

Purpose: The Director of Development is a senior leadership role responsible for the fundraising, donor engagement, grant application and grant management of the Crisis Center. This position is pivotal in advancing the organization's mission by developing strategic initiatives to secure funding and engage stakeholders.

Duties and Responsibilities:

Grant Writing and Management:

- Responsible for implementing and managing the major steps in the grant lifecycle. Including grant writing, administration and compliance, and monitoring and evaluation.
- Research and apply for new grant opportunities.
- Conduct appropriate audit assessment and tracking.
- Build strong relationships with grantors, maintain open communication, and fulfill grantor obligations.

Fundraising Strategy:

- Develop and implement comprehensive fundraising strategies, campaigns, and initiatives to secure financial support from individuals, foundations, corporations, and other sources.
- Identify new funding opportunities and cultivate relationships with potential donors and sponsors.

Donor Engagement:

- Maintain relationships with existing donors and cultivate new donor relationships, ensuring their ongoing engagement and involvement in the organization's activities.
- Develop personalized stewardship plans to enhance donor retention and upgrade giving levels.

Events and Campaigns:

- Plan, coordinate, and execute fundraising events, campaigns, and initiatives that align with the organization's goals and engage stakeholders.
- Manage event logistics, promotion, and post-event analysis.

Data and Analytics:

- Utilize data and analytics to measure the effectiveness of grants and fundraising efforts.
- Make data-driven decisions to optimize strategies and achieve fundraising goals.

Essential Job Functions:

- Sitting at a computer desk or standing for periods of time
- Working in an office setting
- Onsite work will be required with an option for a hybrid work schedule at times
- Occasional event work

Qualifications:

- Bachelor's degree in Business Management, Nonprofit Management, or a related field required (Master's degree preferred).
- Certified Grants Management Specialist (CGMS) designation preferred.
- Strategic thinking and problem-solving abilities.
- Project Management experience is required.
- Minimum of 3-5 years of experience in fundraising, development, or related roles.
- Proven track record of successful fundraising, donor relations, and grant writing.
- Excellent written and verbal communication skills, with the ability to create compelling content for various audiences.
- Strong interpersonal and relationship-building skills.
- Familiarity with nonprofit best practices, fundraising trends, and donor engagement strategies.
- Proficiency in using technology for data analysis, and donor management.
- Ability to foster collaboration and drive results.
- Passion for the mission and values of Crisis Center.

This job description outlines the essential functions and qualifications required for the Director of Development role. It is not an exhaustive list, and the successful candidate will be expected to adapt to the organization's evolving needs.

Please e-mail your resume and letter of interest to asullivan@crisiscenterbham.org