

DIRECTOR OF DEVELOPMENT

Reports to: Executive Director

Status: Full Time

Location: Providence

Salary Range: \$47,500 to \$52,500, DOE, with full benefits

BASIC FUNCTION: Sojourner House is a domestic and sexual violence non-profit organization with offices in Providence and northern Rhode Island that provides direct services and educational programming to the community. With an annual budget of slightly over \$1 million, the agency is looking to further grow its fundraising initiatives that are focused on individual donor giving, corporate donations, and special events-based revenue. (This is not a grant writing position.) The Director of Development will work closely with the Executive Director, board of directors, and volunteer committees. S/he is primarily responsible for (1) recruiting and managing volunteers who are able to help with the operations of the agency, fundraising initiatives, and educational work; (2) planning, coordinating, promoting, and facilitating events that raise awareness about Sojourner House's work and bring in funds for the agency; (3) increasing the size and amounts of corporate gifts, through event sponsorship and general donations; and (4) managing fundraising campaigns that focus on individual donor giving that will support the agency's direct services and recently established endowment.

The Director of Development will be exceptionally motivated, passionate, organized, detail-oriented, possess superior communications skills (both oral and written), work very well with individuals, and be fluent in social media platforms (Facebook, Twitter, Instagram, Mail Chimp, etc.).

PRIMARY JOB DUTIES:

Volunteer Coordination

- Recruits individuals to volunteer and intern at Sojourner House;
- Develops and implements a volunteer training at least three times a year for new interns/volunteers;
- Responds to prospective inquiries about volunteer work that is available;
- Ensures that volunteers have a work plan and direct supervisor on staff at Sojourner House;
- Oversees volunteers or provides assistance for tabling opportunities at community events to provide education about Sojourner House's work;
- Helps facilitate the acceptance of in-kind donations from community members and delegates donations to different shelters/locations as needed;
- Plans volunteer appreciation events as appropriate;
- Directly supervises a small number of volunteers/interns;
- Speaks at colleges, fairs, and community events about volunteer opportunities.

Event Planning

- Serves as a liaison for donors and business owners who offer to host fundraisers, and coordinates logistics when requested;
- Serves as the point person for small fundraising events that Sojourner House initiates;
- Is the primary coordinator for Sojourner House's major annual events (a Masquerade Ball & a spring breakfast). This includes:
 - Coordinating logistics;
 - Assisting with the recruitment and supervision of volunteer event planning teams;
 - Assisting with sponsorship solicitation;
 - Promoting the event;
 - Collecting donations; and
 - Managing communications related to the event.
- Manages on-line fundraising platforms;
- Develops strategies for corporate sponsorship opportunities and makes solicitations;
- Develops and documents best practices and models for fundraising events;
- Works with the volunteer members of event planning committees to ensure that tasks are being delegated and followed through;
- Oversees bulk fundraising mailings.

Individual Donor Cultivation

- Manages and develops strategies to grow annual fundraising initiatives, which include a spring fundraising campaign, an annual appeal, and a recently established endowment.
- Communicates directly with donors;
- Develops strategies to transition donors into Major Donors;
- Drafts written materials to share with donors, including written newsletters, Campaign appeals, and an annual report;
- Engages in work to identify and cultivate new donors.

Communications

- Works with staff and volunteers to highlight Sojourner House programs and stories;
- Oversees social media sites and provides regular updates;
- Develops content for a regular e-newsletter and a quarterly print newsletter;
- Assists with website maintenance, monthly e-newsletters, blog posts, and other communications work as assigned.

Other Duties:

- Performs other duties as requested by the management team.
- Some evening and weekend work will be required occasionally.

EDUCATION: Bachelor's Degree required.

REQUIRED EXPERIENCE AND SPECIAL SKILLS:

- A minimum of three to five years of experience in fundraising, and/or event planning is required.
 - Applicants must have demonstrated work experience in order to apply.
- Familiarity with nonprofit work is preferred.
- Experience working with volunteers is preferred.
- Must be exceptionally organized, detail oriented, and responsive to phone calls and email correspondence.
- Must be able to work independently and take initiative on projects.
- Must have superior communications skills, both written and oral.
- Familiarity with Spanish is a plus.
- Must have computer literacy (Word, Excel, PowerPoint and general Internet skills).
- Mastery of social media platforms, including Facebook, Twitter, Instagram, and basic website content.
- Experience in developing and delivering community presentations.
- Applicant must pass a BCI check.
- Applicant must have access to a reliable vehicle.

To Apply:

Please send a cover letter, resume, and 2-3 references via email to info@sojournerri.org with the subject line "Director of Development" by Friday, March 3, 2017. Sojourner House is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.