**A WOMAN'S PLACE (AWP)**
**Position Description**


**TITLE:** Director of Development         **DEPARTMENT:** Development

**EMPLOYMENT STATUS:** Full-time        **WAGE & HOUR STATUS:** Exempt

### VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:


**Courage:** A Woman's Place acts bravely and boldly, notwithstanding fear.
**Creativity:** A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.
**Equality:** A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.
**Integrity:** A Woman's Place is of sound moral character and adheres to ethical principles.
**Respect:** A Woman's Place is considerate and honors the worth and dignity of all beings and resources.
**Social Justice:** A Woman's Place analyzes structural social inequalities in order to promote justice.


### VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

### MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.


**PURPOSE OF POSITION:** AWP's Director of Development is responsible for securing the resources necessary for the organization to achieve its mission in the community. The Director of Development is responsible for the creation and implementation of a timely, cost-effective fundraising and community engagement strategy. Duties include overseeing and managing fundraising efforts and building strong and ongoing relationships with individuals, institutions, and key stakeholders to enable AWP to provide services and improve outcomes for those experiencing abuse in Bucks County. The Director of Development reports directly to the Executive Director and is a member of AWP's Executive Leadership team.

**REPORTING RELATIONSHIPS:** Report to the Executive Director

**OTHER RELATIONSHIPS:** Public, businesses, groups and organizations, media, vendors, AWP staff, volunteers, members

**ESSENTIAL FUNCTIONS/RESPONSIBILITY:**
1. Implement an annual work plan for the Department of Development.
2. Lead AWP in raising annual revenue to support programs, operations, and continued growth through diverse streams including individual and corporate solicitation, grant writing, and events.
3. Oversee AWP's communications strategies in collaboration with Director of Advocacy and Outreach
4. Identify, strengthen knowledge of, and lead AWP in building relationships with the public, including community groups, civic leaders, and elected officials.

5. Implement strategies to increase effectiveness of AWP's development and fundraising efforts in collaboration with Director of Advocacy and Outreach
6. Develop, manage, and recommend an annual budget for development and fundraising initiatives, providing regular income and expense reporting.
7. Identify and report on meaningful measurements of the community benefit of AWP's development and fundraising initiatives.
8. Supervise the Manager of Donor Relations and Grants Compliance Manager
9. Participate in public events, speaking engagements, exhibits, workshops, promotions, and conferences to increase awareness of AWP.
10. Participate in organizational activities as directed by the Executive Director.
11. Prepare program and financial reports as needed.
12. Serve as a member of the Senior Executive Leadership Team.
13. Oversee the planning and execution of all Development events including the Chocolate Lovers' Fantasy gala event and the Annual Breakfast, as well as smaller events throughout the year.
14. Serve as the co-chair on the Development Task Force of the BOD

**CRITERIA/REQUIREMENTS:**
1. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; and excellence.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training course and continuing education requirements as outlined in AWP's Personnel Policies.
4. Leadership in conceptualizing, organizing, and implementing projects involving various processes and personnel, including volunteers, event committees, etc...
5. Demonstrated respect of people and principles and ability to maintain a respectful, diverse, and inclusive work environment.
6. Develops well-informed recommendations and strategies sensitive to the various needs of multiple stakeholders and reflective of the organization's strategic direction.
7. Display skill in engaging people, organizations, and partners across boundaries, engaging a broad base of stakeholders in a shared agenda.
8. Display at least a working competency in budgeting and organizational finance
9. Ability to understand, analyze, and report on financial and program data to various audiences
10. Positive representation of AWP in the community.
11. Digital fluency – the ideal candidate is fluent with all of the digital tools of the trade for development including but not limited to: Microsoft office suite, major social networking platforms, Blackbaud Raiser's Edge software
12. Ability to hold self and others accountable, aligning people and work with strategic goals to maximizing individual staff performance and organizational effectiveness.
13. Excellent written and oral communication skills.
14. Public speaking and training experience essential.
15. Strong interpersonal and human relations skills.
16. Reliable transportation.

**EDUCATION:**
1. Bachelor's degree required. Master's degree or related field experience preferred.
2. 7+ years of nonprofit/social sector experience with at least 5 years of progressive development experience
3. CFRE a plus but not required

4.  Familiarity with Blackbaud Raiser's Edge software strongly preferred, certification a plus but not required.

**CHARACTERISTICS:**
1.  Able to motivate others
2.  Self-motivated and able to work independently
3.  Cooperative and open-minded
4.  Creative and willing to take initiative
5.  Maintain high standards for all work
6.  Interpersonal and relationship building skills
7.  Resourceful
8.  Flexible
9.  Extremely organized

**JOB DIMENSIONS:**
**Assignment and Approval of Work:**
1.  Director of Development oversees the Development Department.

**Financial Responsibility:**
1.  Create and adhere to annual department budget in cooperation with Executive Director and Director of Finance
2.  Track and regularly report any expenses (including, but not limited to mileage, tolls, etc.) and submit expense report for approval and reimbursement.
3.  Provide monthly reporting of income and expenses for Development Department and recommend annual budgets for each program.

**Responsibility and Decision-making:**
1.  Relationship management
2.  Demonstrate initiative.
3.  Assess situations and make informed recommendations (data-driven whenever possible).
4.  Identify and propose potential responses to challenges as they arise.
5.  When necessary, present clear, well-researched options for major agency decisions related to development to equip Executive Director, Senior Leadership Staff, or the Board of Directors to make the best possible decisions.

**Data Reporting:**
1.  Maintain and manage accurate and complete data.
2.  Regular report measurements.
3.  Regular report income and expenses for the development initiatives.
4.  Oversee reporting to all funders in a timely manner

**LICENSE/CERTIFICATIONS:**
1.  33/34 Clearance.
2.  Valid Pennsylvania Driver License.
3.  Valid vehicle insurance.
4.  CFRE preferred but not required

**PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:**
1.  Operation of office equipment.
2.  Lifting up to 35 lbs.

3. Occasional travel.
4. Willingness and ability to work varied hours, including nights and weekends.
5. Exposure to cleaning supplies, office chemicals, paint, and insecticides.


**This is not an employment contract. A Woman's Place has the right to change duties and responsibilities as needed.**

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| **EMPLOYEE SIGNATURE** | **DATE** |