

A WOMAN'S PLACE (AWP) Position Description

Title: Director of Development

Department: Resource Development

Employment Status: Full-time

Status: Exempt

Purpose of the position The Director of Development is a front facing fundraiser at A Woman's Place. Working closely with the Executive Director, they are responsible for identifying and securing financial contributions; planning the long-term sustainable funding strategy and executable plan for the organization, building relationships within the community; planning and overseeing fundraising activities. The primary focus of this position will be on increasing contributions from individual donors at AWP. In addition, the position is responsible for supporting the strategic messaging for the organization as well as creating a communications and marketing plan in collaboration with the Education and Training Department. The Director oversees the Development Specialist.

Reporting Relationships: Reports to the Executive Director

Other Relationships: Public, businesses, groups and organizations, media, vendors, AWP staff, volunteers, survivors

Essential Functions/Responsibilities

Fundraising Strategy

- Develop and execute the annual fundraising plan including the annual fund, corporate giving, major gifts, planned giving and various campaigns that aligns with organizational goals and mission.
- Work with and support the Board of Directors to activate them as fundraisers for AWP.

Donor Relations

- Identify, cultivate, and solicit individual, corporate, and foundation donors.
- Maintain and strengthen relationships with current donors through regular communication and engagement.

Grant Management

- Collaborate with the Executive Director and Operations Manager on institutional funding opportunities.

Event Coordination

- Plan and execute fundraising events, including annual fundraisers, community outreach, and donor appreciation events.

Team Leadership

- Supervise and mentor the Development Specialist and development volunteers.

Budget Management

- Develop and manage the development budget, ensuring all fundraising efforts are cost-effective and sustainable.

Marketing and Communications

- Collaborate with the Director of Education and Outreach to create compelling messaging and materials that promote our mission and fundraising initiatives.
- Oversee social media strategy, growth, and scheduling.

Reporting and Analysis

- Track and analyze fundraising efforts, providing regular reports to the Executive Director and Board of Directors.
- Ensure best use practices for tracking AWP's fundraising activities in Raiser's Edge.
- Oversee and implement policies for utilizing Raiser's Edge to inform AWP's donor strategy.

General Support of Resource Development Activities Education and Experience

- Responsibilities may evolve over time to meet the changing needs of the agency and the community.

Education and Background

- Bachelor's degree from an accredited college or university required.
- Minimum of three to five (3 to 5) years' experience in non-profit resource development with a demonstrated track record of successful corporate, foundation, and individual giving campaigns and communications strategies.
- Experience with donor management databases

License/Certificates:

- 33/34 Clearance.
- Valid Pennsylvania Driver License.
- Valid vehicle insurance.

Physical Demands/Environmental Conditions

- Operation of office equipment.
- Lifting up to 35 lbs.
- Occasional travel.
- Willingness and ability to work varied hours, including nights and weekends.
- Exposure to cleaning supplies, office chemicals, paint, and insecticides.

AWP Vision Statement

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

AWP 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.

AWP 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.

AWP Inclusion Statement

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, etc. Services, programs, and resources provided by AWP are available to people of any background and identity. AWP recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, AWP is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma informed, survivor-centered advocacy
- Rejecting attitudes, social norms and policies that reinforce oppression, powerlessness, and victimization

Equal Opportunity Employer

AWP is committed to providing equal staffing opportunities to all Staff and applicants for employment. Selection of staff is made on the basis of individual qualifications. Accordingly, all terms and conditions of employment including recruitment, hiring, placement, promotion, demotion, termination, rates of compensation, or selection of training will be carried out without regard to race, creed, color, religion, gender, sexual orientation, nationality, marital status, age, or disability.