



Posting Date: November 1, 2024

Position Title: Director of Development

Classification: Exempt Status

Location: In-person – Rockland County, NY – New City, NY

Reports to: Chief Executive Officer

Anticipated Start Date: ASAP

The Director of Development will play a key leadership role in advancing the mission of Center for Safety & Change, a nonprofit dedicated to serving victims and survivors of domestic violence, sexual assault, human trafficking and other crimes and creating strategies to end gender-based violence. This position is responsible for leading the organization’s fundraising strategy, overseeing donor relations, cultivating new revenue streams, and ensuring the successful execution of fundraising campaigns and events. The ideal candidate will be a dynamic and results-driven leader with a passion for nonprofit work and a proven track record in securing significant funding from diverse sources.

The ideal candidate is a dynamic individual who will support the overall development goals of the agency by raising 1.5 million plus annually. The Director of Development is responsible for implementing the development and marketing strategy for the Center. The Director of Development is responsible for achieving mutually agreed-upon fundraising goals by engaging donors in ongoing events, expanding the Center’s donor base through stewardship and solicitations, planning and directing major fundraising activities and special projects. In addition, the Director of Development must work effectively with donors, board members, key volunteers and staff to expand the network of philanthropic partnerships that will contribute to the growth of the Center’s revenues and the advancement of its overall mission. All the foregoing will be achieved by performing the duties listed below personally, through supervision and oversight of the development department staff and/or in coordinated effort with the Development Committee, Board and other agency departments/personnel.

The Director of Development position is a full-time, exempt, 35-hour per week, role. The position is designed for someone who wants to develop in a growing organization and is willing to work and think outside of the box – a person who is able to interface with volunteers, board members, community members, staff and leadership in order to promote the Center and identify philanthropic opportunities. Some evening hours and weekends are required.

YOU’LL BE RESPONSIBLE FOR, BUT NOT LIMITED TO...

- **Fundraising Strategy & Leadership:** Develop and implement a comprehensive fundraising strategy to meet the organization’s annual revenue goals. Align fundraising activities with organizational priorities and long-term growth.
- **Major Gifts & Individual Donors:** Cultivate and manage relationships with major donors, foundations, and high-net-worth individuals to increase funding and engagement. Lead efforts to secure major gifts through personalized outreach and stewardship.

- **Planned Giving Program:** Oversee the legacy and bequest gifts program. Cultivate and solicit donors to participate in the “Elisabeth Voigt Legacy Society.” Discuss tax strategies and benefits with donors.
- **Grant Writing & Foundation Relations:** Identify and pursue new grant opportunities from foundations and corporations. Prepare compelling proposals and maintain strong relationships with funders.
- **Event Planning & Execution:** Oversee the planning, execution, and evaluation of fundraising events, including galas, auctions, and smaller donor gatherings.
- **Team Management & Collaboration:** Supervise a small team of development staff and collaborate with the executive leadership team, board members, and volunteers to execute fundraising initiatives. Provide guidance and mentorship to team members.
- **Donor Stewardship & Reporting:** Maintain a high level of donor stewardship through regular communication, personalized outreach, and recognition efforts. Ensure accurate tracking and reporting of donations and fundraising progress.
- **Budget & Financial Management:** Work with the finance team to establish and monitor fundraising budgets, ensuring that expenses align with revenue goals. Provide regular updates on fundraising performance.
- Other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

Required Qualifications:

- **Experience:** Minimum of 5-7 years of experience in nonprofit fundraising, with at least 3 years in a senior-level development role. Experience managing a development team is preferred.
- **Education:** Bachelor’s degree in nonprofit management, business administration, marketing, or a related field. Advanced degrees or certifications (e.g., CFRE) are a plus.
- **Fundraising Expertise:** Proven experience securing major gifts, managing donor portfolios, and executing successful fundraising campaigns (including grants, events, and annual giving). Familiarity with CRM and fundraising software.
- **Leadership & Communication Skills:** Strong leadership abilities with a track record of building effective teams. Excellent verbal and written communication skills, with the ability to engage a variety of stakeholders, including board members, donors, staff, and volunteers.
- **Networking & Relationship Building:** Ability to build and sustain relationships with donors, partners, and key community stakeholders. Demonstrated success in cultivating and maintaining long-term donor relationships.
- **Organizational Skills:** Highly organized and detail-oriented, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and email marketing tools. Familiarity with event management software is a plus.
- **Knowledge of Local Community:** Familiarity with Rockland County, NY, and its philanthropic landscape is preferred, but not required.

Other Duties:

- Perform other duties as assigned by the Chief Executive Officer.

Desired Skills, Knowledge and Attributes:

- Experience with major fundraising platforms such as Network for Good, Bonterra, DonorPerfect, Raiser’s Edge, or similar CRM systems.
- Strong knowledge of fundraising techniques, including digital fundraising and social media strategies.
- Creative problem-solving and the ability to think strategically while remaining detail-oriented.
- Ability to multi-task while maintaining attention to details.

- Strong organizational skills with proven ability to complete tasks within established timeframes.
- Experience in donor cultivation, fundraising and marketing.
- Diplomacy and flexibility required, and the ability to work effectively with a wide variety of people.
- Ability to work effectively both independently and as part of a collaborative team.
- Ability to support, articulate and promote the mission of Center for Safety & Change.
- Flexible work schedule, including evening/early morning meetings, required. Participation in weekend events required. Increased hours prior to events likely.
- Proven supervisory skills and experience.
- The individual must possess the ability to communicate with staff, members of the Board, the public, and other partners.
- Ability to support, articulate and promote the mission of Center for Safety & Change.
- Valid driver's license and reliable, insured transportation a must.

YOU'LL BE SUCCESSFUL IF... As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

TEAM OVERVIEW: The Center's Director of Development is a key position within the agency and the development team. The Director of Development works closely with our colleagues in all the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our mission, values and vision.

ORGANIZATIONAL OVERVIEW: At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

GREAT BENEFITS AND PTO PACKAGE: Employer contribution towards employee Health Insurance, 39 Paid Time Off Days (PTO) and 12 Holidays. 401k available.

SALARY: \$90,000 - \$110,000, depending on experience

APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE. Applicants may **email, mail or fax** resume and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission and how your experience aligns with the requirements of the CASS Department and Training Outreach Education and Social Change.

Email: humanresources@centersc.org

Subject line must read: Director of Development

Mail: Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956

Fax: (845) 634-3396

Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.