



Director of Development

Reports to: Executive Director

Supervises: Development team consisting of two members

Schedule: Full-time, 35 hours per week, Monday—Friday, with flexibility to meet department needs including some evening and weekend commitments

FLSA Status: Exempt

Compensation: \$74,000 - \$79,000

Mission

Safe Passage, Northampton, MA, is a nonprofit organization dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Safe Passage provides individualized support to address survivors' whole needs for safety and healing. Programs include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community engagement and prevention, and individual and system advocacy.

Expectations of all Employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's core values - accountability, collaboration, empowerment, and justice.
- Practice anti-racism and anti-oppression while working to support alternatives to white supremacy culture, thereby contributing to a culture of belonging.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

Safe Passage seeks a dynamic fundraising professional to lead a comprehensive development program, including: annual and major giving; a signature special event; foundation grants; donor stewardship and communications; and gift/donor data management. The Director of Development has lead responsibility for the creation, implementation, and assessment of Safe Passage's development strategies. Together with the Executive Director, Board of Directors, and Fund Development Committee, the Director of Development shares accountability for Safe Passage's fundraising goals and key performance indicators pertaining to all components of the development program.

Essential Responsibilities

Development

- Develops strategies, creates and implements plans, and assesses performance of activities for annual and major giving, foundation grants, corporate funding and other regular and special development campaigns.
- Directs all aspects of the annual signature event – the Hot Chocolate Run, including: event production; sponsorships; peer-to-peer fundraising strategy and technology; volunteer management; and year-round engagement of 6000+ participants.
- Works in partnership and regularly communicates with the Executive Director, leadership staff, committees, and the Board regarding strategy, planning, execution, and assessment of the development program.
- In conjunction with strategic management responsibilities, work cooperatively with the Executive Director and Director of Finance to prepare and manage annual fundraising budgets and timelines.
- Manages a personal portfolio of major donors for engagement, solicitation and stewardship; provides oversight of Executive Director and Board volunteers major donor assignments.
- Plans, designs and implements direct/electronic mail fundraising campaigns and donor communications, including collaborating with vendors and/or consultants.
- Collaborates with the Director of Finance to assure thoroughness, documentation, and accuracy of fundraising data for reporting and annual audit.
- Represents and advocates for development's role and a culture of philanthropy across the organization, including engaging non-development staff and volunteers in donor engagement and stewardship activities as appropriate.
- Writes, prepares, submits, and provides oversight of initial and renewal grant applications and reports for corporate and foundation funders.
- Leads staff in the prospecting, acquisition, cultivation, and retention of donors, sponsors, and grantors.

Development Administration

- Directs development staff in the management, recording, tracking, and reporting of pledges, grants, and other funds.
- Establishes and assures adherence to processes and procedures for gift handling, recording, and acknowledgement consistent with established professional standards and best practice.

Required Qualifications

- At least two years of professional experience in nonprofit fundraising;
- At least two years of staff management/supervisory experience;
- Experience recruiting, training and managing volunteers and volunteer committees;
- Substantial experience in strategic and/or program planning, implementation, and evaluation;
- Demonstrated success in creating fundraising campaigns and development-related communications and collateral;
- Demonstrated success in personally building, developing, and retaining strong, positive relationships with individual, corporate, and foundation donors
- Experience overseeing gift/donor management systems; Experience building data-driven mailing lists;
- Exceptional technology skills, including databases, fundraising platforms, and email marketing;
- Proficiency across the following skills: verbal and written communication, collaboration, and organization; and
- Bachelor's Degree.

Preferred Qualifications

- Three - five years of experience in nonprofit fundraising or business sales experience;
- Demonstrated success in leading peer-to-peer fundraising campaigns;
- Experience with email marketing and/or marketing automation; and
- Proficiency with Salesforce, including reporting, workflow automations.

Benefits

Full-time employees are eligible for generous benefits including up to 80% employer-sponsored medical coverage, dental insurance, a 3% employer retirement plan match, and three weeks of paid vacation.

Equal Employment Opportunity

It is the policy of Safe Passage to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, pregnancy or maternity, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Safe Passage will provide reasonable accommodations for qualified individuals with disabilities.

Apply

Send a cover letter and resume to spjobs@safepass.org with the subject line of "Director of Development." For more information, visit our website at www.safepass.org.