

**Women's Resource Center
Development Director**

Position Summary

The Mission of the Women's Resource Center for the Grand Traverse Area (WRC) is to protect, shelter, and empower people impacted by domestic and sexual violence. The Vision of the WRC is to do this by: working with other community agencies to create a safe, equitable environment for all individuals. We accomplish this by directly providing services and by collaborating with other providers to educate, support, counsel, house and advocate.

Located in Grand Traverse County, the Women's Resource Center for the Grand Traverse Area (WRC) has been providing services for those impacted by domestic and sexual violence since 1975. The agency serves the four-county region of Benzie, Grand Traverse, Kalkaska and Leelanau Counties and provides emergency shelter to over 200 women and children and more than 6,000 hours of emotional support to survivors of domestic and sexual violence each year.

The Development Director is responsible for fundraising activities related to: annual giving, major and planned gifts, donor relations and management, corporate and foundation giving, capital campaigns, and fundraising events.

The Development Director provides leadership, strategic initiative and management of projects related to partnerships, events and fundraising. This position coordinates efforts to extend the organization's funding base. The Development Director will help build new partnerships and maintain existing ones. This will be achieved by actively engaging potential partners through various means of communications. The Development Director supports the WRC's fundraising and communications needs. Coordinating with the Executive Director, the Development Director is responsible for locating, identifying, approaching and soliciting major donors for annual and capital gifts. A passionate desire to support the Women's Resource Center's mission *to protect, shelter and empower people impacted by domestic and sexual violence is required.*

General Qualifications

Bachelor's Degree required or equivalent experience. A minimum of 6 years of experience in the field of fundraising and/or marketing required. Public relations and management preferred. Proven track record of raising funds from diverse sources including major gifts from individuals, foundations and corporations. Experience in donor cultivation, grant writing and special events. Knowledge of and connection to the funding community in Grand Traverse County and the surrounding region. Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture. Strong written and verbal communication skills. Strong interpersonal, supervision, administration and management skills. Ability to handle and prioritize multiple tasks while maintaining attention to details. Proficiency in Microsoft Office programs. Familiarity with donor tracking systems (Salesforce preferred). Ability to work with diverse groups of people. Sound judgement, professionalism and a positive attitude. Resourcefulness, creativity and strong problem-solving skills.

Position Description

This position functions as part of a team. Areas of responsibility may fluctuate or change; other duties may be assigned depending on the needs of the agency. Specific duties shall include:

Fund Development and Donor Support

- Create and implement a strategic donor development plan
- Identify, research, and solicit potential sources of support (individuals, corporations, etc.) to help achieve agency annual fundraising goals.
- Plan and direct the contact of potential donors with direct appeals for gifts.
- Manages all strategies and activities for donor cultivation, solicitation, and relations

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- Oversee donor stewardship including special invitations and events for donors-sponsors and thank you letters.
- Support the Executive Director in cultivating major donors
- Manage all direct appeals including the Annual Appeal, Board Leadership Campaign, Staff Campaign and any special event direct solicitations.
- Integrate planned giving into Women's Resource Center's major gifts program
- Assist with mailing list procurement and production.
- Assist with newsletter coordination activities in cooperation Executive Director and communications support personnel.
- In cooperation with internal team, assist with grant submissions.

Community

- Work as part of a team to coordinate 3rd party fundraisers.
- Public speaking at events.
- Active in community through membership and/or participation in appropriate community organizations.

Internal/External Cooperation

- Demonstrates ability to interact and cooperate with all agency employees. Establishing and maintaining interpersonal relationships – developing constructive and cooperative working relationships with others, and maintaining them over time.
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the client, collaborate with others, solve problems creatively and demonstrate high integrity.
- Maintain professional internal and external relationships that meet agency core values.
- Proactively establish and maintain effective team working relationships with all departments.
- Perform additional duties as assigned by the Executive Director.

Physical Requirements

- Normal office environment requirement requiring standing, sitting, keyboarding
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to speak clearly and hear.
- Ability to transfer objects from hand to hand or hand to arm; reach with hands and arms; stoop, or crouch.
- Ability to lift thirty pounds i.e., supplies and donations.
- Ability to travel to off-site locations and attend off-site meetings and events.

The Women's Resource Center is an equal opportunity employer. Applicants will be considered without unlawful discrimination based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, genetic information, height, weight, marital status, sexual orientation, military status or veteran status. The Women's Resource Center is an at-will employer.

Supervisor: Executive Director
 Salary Range: \$42,000 - \$62,000
 Schedule: Full-time Position/Exempt Employee

APPLICATION

Mail/Email a cover letter and resume to: CMcConaha@wrcgt.com.

OR

Women's Resource Center
Attn: Development Director Position
720 S. Elmwood, Suite 2
Traverse City, MI 49684