Job Description

Job Title
Fund Development Director

FTE
.75 FTE – 1 FTE

Reports To
Chief Executive Director (CEO)

Position Description
This position requires a mission-driven, creative and authentic writer and verbal communicator, with the ability to team with staff internally and present the organization to external stakeholders. The position is responsible for strengthening strategies and implementation of organizational fund development efforts. The director will be engaged in a broad array of fundraising activities including proposals, site visits, stewardship, research, and report writing. S/he will work with other leadership and grants related staff to assist in the development of an annual fund development plan that includes programs in annual giving, corporate and foundation relations, grants management, special events, and in-kind giving.

Functions

- Fund Development
  - Develop and execute clear short-term and long-range plans for development to meet agreed upon revenue goals.
  - Oversee organizational efforts related to major and small fundraising events, including working with fundraising project consultants and event committees. Work with leadership to ensure other internal support is provided as needed.
  - Individually and with others (CEO, board members, staff, etc.), directly cultivate and solicit prospects and donors for annual, special, and major gifts.
  - Support the research of potential funders, in particular national prospects, and assist as needed in relationship building and the development of grant proposals.
  - Direct the planning and execution of special fundraising events.

- Grant Writing
  - Research and develop a list of potential new funders that fit Casa de Esperanza’s mission and work area.
  - Research and write organization and program grants for operating funds and special projects/initiatives to existing and new funders.
  - Work with program staff and the CEO to develop and articulate proposed projects.
  - Assist with contacting foundation staff and foundation site visits.
• Maintain a comprehensive foundation/corporation database which holds historical information, funder requirements, current/pending grants, reporting details, etc.
• Work in conjunction with program staff and directors to prepare and submit narrative reports to foundations, corporations and other donors.
• Prepare status reports for grant writing activity for the CEO, program directors, and the board of directors.

• Other duties as assigned.

Qualifications
• Education and Experience
  o Fundraising/grant writing experience to a variety of funding sources.
  o Minimum of 5 years demonstrated professional fundraising experience.
  o Program/project development a plus
  o Communications/Marketing background a plus
  o Bachelor’s degree in relevant area.
  or
  o An equivalent combination experience and training.

• Skills and Abilities
  o Proven experience in designing and managing donor relations.
  o Experience with developing and maintaining productive working relationships with board members and donors.
  o Demonstrated success in securing competitive grants.
  o Ability to write proposals from a strengths-based perspective
  o Proven track record in developing compelling messages to a variety of audiences.
  o Familiarity with resources to use for applications and reports to corporate, foundation and government sources.
  o Demonstrated superior skills in effective oral and written communication in English with a keen eye for detail.
  o Comfort level with development of budgets and budget narratives.
  o Demonstrated excellent interpersonal and collaborative skills and ability to work with others to facilitate the grant process.
  o Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
  o Ability to work with tight deadlines.
  o Knowledge of and ability to use databases, social media and other resources to effectively accomplish work.
  o Ability to model behavior consistent with the Casa de Esperanza mission.
  o Bilingual (Spanish/English) preferred.
  o Knowledge of the Latin@ communities and domestic violence issues preferred.

Working Conditions
• Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, age, language, country of origin, gender identity, or sexual orientation.
The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To Apply
Send your resume and cover letter to Isaac at ihitzgrass@casadesperanza.org.