

Director of Development

Reports to:	Chief Executive Officer
Supervises:	N/A
Department:	Development
FLSA Status:	Exempt
Position Classification	Regular, Full-Time
Work Schedule	Varies with normal hours being between 9:00am and 5:00pm, Monday – Friday. Must have flexibility to work some evenings and occasional Saturdays as needed
Last Revised	11/2019

About the YWCA National Capital Area (YWCA NCA)

Mission – The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Vision – Provide women and their families with the necessary programs that foster independence, economic stability and overall well-being.

Bold Goal – A majority of women and girls of color across the National Capital Area have the resources and support necessary to achieve personal, educational and professional success.

Position Summary

The YWCA NCA is seeking a Director of Development who is passionate about improving the quality of life for women and girls in the Washington Metropolitan Area. The Director of Development is an integral member of the senior leadership team and is responsible for leading all fund development and donor cultivation activities for the organization including growing and stewarding the donor base, prospect research, major gift fundraising, corporate fundraising, foundation grants and fundraising events. This position requires an experienced and high-performing development professional capable of driving the strategy and operations to meet the organization’s fundraising goals. The Director of Development supervises our Development and Communications Associate and manages relationships with grant writing and development consultants.

Position Responsibilities

Planning and Strategy

- Define organizational fundraising strategies.
- Develop and execute on a comprehensive and multi-year fundraising plan.
- Collaborate with executive team on strategy and content for donor outreach.
- Develop strategies for targeted growth in individual, corporate and foundation fundraising.
- Develop annual revenue projections and assist with development of organizational budget.

Donor Prospecting, Cultivation and Stewardship

- Work closely with Chief Executive Officer to identify and engage new stakeholders.
- Conduct prospective donor and stakeholder research.
- Engage, cultivate and steward partnerships.
- Initiate donor visits and fundraising calls.
- Serve as a point of contact for various stakeholders. Foster and maintain positive relationships with all internal and external stakeholders.
- Manage follow-ups after meetings.
- Write and edit compelling donor communications letters and appeals.
- Identify potential new resources and revenue opportunities.

Grants Management

- Research and identify foundation and local and federal government grant opportunities.
- Write, proofread and edit grant proposals, as needed.
- Manage relationships with grant writers.
- Track, coordinate and submit grant/sponsorship reports.

Management/Administration and Other

- Supervise a Development & Communications Associate.
- Serve as the staff lead for the Board Sustainable Funding Committee meetings.
- Support and collaborate with the CEO, board members and events team on fundraising activities.
- Prepare fundraising reports for Board and Leadership Team meetings.
- Manage follow-up after meetings.
- Track fundraising progress against the organization's goals and targets.
- Ensure timely recording and processing of gifts; and generate standard and custom reports and development analytics.
- Support the planning and facilitation of annual fundraising luncheon.
- Support the planning and execution of fundraising events.
- Assist with development of marketing and event materials (invitations, programs, signage, flyers, brochures, etc.)
- Prepare regular project and donor reports in a timely manner.
- Represent the organization at business networking events, professional conferences, meetings and community events.
- Perform other duties as assigned by CEO.

Essential Knowledge, Skills and Experience

- Minimum of a Bachelor's Degree.
- 8-10 years of relevant fundraising and development experience.
- Proven track record of achieving fundraising targets and goals.
- Outstanding relationship builder capable of initiating contact with prospective donors.
- Ability to articulate a compelling case for giving and financial support.
- Commitment to the mission of the YWCA NCA.
- Outstanding interpersonal and communication skills.

- Exceptional writing and presentation skills.
- Highly motivated, self-directed and able to multi-task in a fast paced environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google applications and CRMs such as Raiser's Edge, with ability to quickly learn new software and database applications.
- Ability to work overtime, as necessary, for donor engagement, events and time-sensitive projects.
- Ability to pass background check.

Working Conditions/Physical Requirements

- The work is primarily performed in an office setting, with offsite meetings and events in the Washington Metropolitan area. Occasional overnight travel may be required.
- The incumbent must be able to read, write and interpret documents and perform highly detailed work.
- This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs.

Equal Employment Opportunity Statement

The YWCA National Capital Area is an Equal Opportunity Employer. We seek to recruit, hire and retain the most qualified individuals without regard to race, color, religion, national origin, citizenship, sex, age, gender, disability, marital or veteran status, personal appearance, sexual orientation, gender identity or expression or any other characteristic or status protected by applicable federal, state or local law.

It is our intent and desire that equal employment opportunities be provided in employment, recruitment, selection, compensation, benefits, promotion and all other terms and conditions of employment.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with this position. Management may request that you perform other duties. An evaluation of your job performance is based on the job duties listed, as well as those to be assigned. Management reserves the right to revise this job description at any time. This job description is not a contract for employment and the YWCA/NCA, reserves the right to terminate the employment of any person for any reason that does not violate applicable state or federal laws.