

Position: Development Director

Reports to: Executive Director

Status: Full Time, Benefits

Organizational Description

Awaken is a Christian non-profit organization that has been serving the northern Nevada community for more than 8 years. Our mission is to increase awareness and education surrounding the issue of commercial sexual exploitation and to provide housing and restoration for its victims. Awaken operates transitional house, a drop-in center, and facilitates support groups, therapy, mentoring, advocacy, and case management. All of Awaken's services are focused on healing, empowerment and identity building. Our vision is to transform our community with the ultimate goal of eradicating commercial sexual exploitation. We aim for victims to be restored to their fullest potential. We aspire to be an inspirational model for other communities.

Job Description

The Awaken Development Director is responsible for setting fundraising strategy and goals, implementing the strategy successfully, and creating positive and lasting relationships with donors and supporters of Awaken. This includes helping donors stay connected to and inspired by the work of Awaken, cultivating new donors, casting vision and overseeing implementation of events, speaking on behalf of Awaken, and building church and business partnerships. This role is also responsible for cultivating grant sources, grant writing and grant reporting in collaboration with the Program Director. In addition to these development responsibilities, this role will also play a key role in Awaken's organizational leadership. An important component of that will be overseeing Awaken's strategic planning and monitoring the achievement of Awaken's goals and objectives while ensuring alignment between the mission/vision and goals of Awaken and grant goals/objectives and outcomes.

Responsibilities

The specific duties of the Development Director include but are not limited to:

Donor Development

- Develop, implement, and measure strategically-guided plans to sustain and increase revenue in the following areas: re-occurring gifts, corporate gifts, individual contributions, church donations, major gifts, web-based outreach, grants, planned gifts, and events.
- Understand the fundraising landscape, analyze all resource development efforts and adjust
- Support the Executive Director in developing a fundraising portfolio.
- Cultivate and steward relationships with current and potential individual and corporate donors.

Development Director

Job Description

- Oversee grant writing for the organization including managing a calendar of submissions and tracking the pipeline of grants and contracts; partner with the Executive Director and Program
- Director in ensuring compliance for grant and contract reports.
- Oversee the successful planning, execution, and follow-up to agency fundraising and cultivation events.
- Engage executive director, board, leadership team, and volunteers in development efforts.
- Build positive relationships and follow through with donors and supporters, treating them as part of the Awaken family.
- Demonstrate expertise and fluency when articulating the vision of Awaken, successfully enlisting others to get involved.

Donor Management

- Adapt and implement a Donor Care model and rhythm that keeps donors connected to and inspired by the work of Awaken.
- Provide a timely and meaningful “thank-you” for gifts, stories of gift impacts, and invitations for continued support.
- Utilize and master Donor Perfect, our donor management software for donor care, gift-reporting, and broad donor communication including producing timely annual tax receipt letters.
- Analyze donor trends including donor retention and success of campaigns and events. Make adjustments to the strategic plan as needed.
- Oversee the development of an annual report or impact report on an annual basis. Collaborate with all other parts of Awaken to ensure tracking of measures to be reported annually.
- Oversee Gift-In-Kind procurement and ensure proper documentation is followed.

Marketing and Communication

- Strategically and compellingly communicate Awaken’s mission, vision, goals, and accomplishments through a variety of media: including website, video, publications, social media, and presentations.
- Know our audiences and engage them in a way that helps them to understand and act on the message.
- Provide marketing support and materials to staff to connect potential clients and referral partners with information on our services.
- Represent Awaken at speaking engagements, presenting a professional image and advocating for Awaken and our clients.

Organizational Leadership

- Provide ongoing direction, coaching, and supervision for staff members.

Development Director

Job Description

- Monitor major changes in the marketplace, both philanthropic and economic, and provide strategic direction based on that information.
- Oversee Awaken's strategic planning and monitor the achievement of Awaken's goals and objectives while ensuring alignment between the mission/vision and goals of Awaken and grant goals/objectives and outcomes.
- Provide staff leadership and support to both internal and external committees.
- Reinforce the values of Awaken and help to strengthen the Awaken culture.
- Keep Awaken's online presence on donor sites such as Guidestar up-to-date.
- Ensure donor activities support the privacy, self-determination and empowerment of survivors of exploitation.

Minimum Qualifications:

- At least three years of experience in a Development or Fundraising role, working with a nonprofit organization.
- Exceptional written, oral, interpersonal, and presentation skills and ability to interface effectively with a wide audience.
- Must be able to articulate a comprehensive knowledge of the issues of Commercial Sexual Exploitation, trauma, vicarious trauma, generational violence, and cycles of violence
- Proficiency in Microsoft Office suites

Desired Qualifications:

- Proficiency in Donor Development
- Comprehensive knowledge of local community resources, programs, foundations, state and federal grants
- 5+ Years of management experience
- 5+ Years of demonstrated supervisory experience on grant-funded projects, adhering to strict reporting guidelines and budgets

Personal Attributes & Values

- Must constantly demonstrate a high level of personal professionalism, honesty, integrity
- Must demonstrate passion for Awaken's vision and mission
- Must maintain an atmosphere of confidentiality with client and staff information
- Friendly, approachable attitude and ability to remain open-minded when encountering diversity in thought, gender, culture, language and behavior
- Have a teachable spirit and be committed to team participation

NOTE TO APPLICANTS: All applications must be submitted to jobs@awakenreno.org with the title of the position in the subject line. Only candidates who meet the minimum qualifications with complete applications will be considered (formal cover letter and resume).