



**POSITION TITLE:** Development Director

**REPORTS TO:** Executive Director

**Position Summary:** In accordance with the standards of the House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the Development Director plays an important role at the House of Mercy. The Development Director will assist the Executive Director in the leadership of the Development Department at House of Mercy. They will ensure that all processes and all similar components essential to the smooth and effective operation of the House of Mercy are carried out in a professional and merciful manor.

The Development Director will play a vital role in contributing to the total effectiveness of the Mission, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member. Flexibility and a cooperative spirit are crucial characteristics of the individual who holds this position.

**Responsibilities:**

**Leadership**

- Lead the development and marketing staff in their daily goals
- Create a vision and plan for the development and marketing team to increase revenue, partners and supporters of our mission at House of Mercy
- Be in regular communication with the Executive Director about strategy, mission and new projects
- Communicate and collaborate with other members of the Development Team through team meetings, coaching meetings, celebrations of success, strategize on donor cultivation and work with the team to fully live out our core values and achieve financial goals for our team.

**Major Gifts**

- Cultivate, solicit and steward major gift prospects
- Manage an existing major gift portfolio of about 100 donors personally, as well as assigning donors to the development team and oversee their moves management toward increased giving.
- Nurture donor relationships through annual contacts via phone, personal notes, and face to face visits based on individual assessment of donor relationship
- Build a deep and sincere relationship that brings the donor to a “yes” by asking the donor at the right time for the right amount for the right purpose that fulfills their desired impact through major gifts of \$5,000 plus.

- Show sincere gratitude and help donors understand the impact of their giving through personal and tailored notes (including handwritten), news and event briefings, invites, congratulations, condolences, birthdays and anniversaries.

### **Planned Giving**

- Steward a Planned Giving Program with the assistance of the Executive Director
- Meet with Planned Giving prospects, make an ask and build relationships with our Planned Giving Donors
- Help organize and run a Planned Giving appeal and event annually

### **Event and Project Management**

- Lead any fundraising events with the Outreach Coordinator, Marketing Manager and Executive Director
- Solicit and Manage new Business sponsors
- Responsible for the execution of all fundraising events including but not limited to Lenten Cross, Food Truck Festival, Tea & Fashion Show, Food Fight with a goal of netting at least 4 times the expense for each event
- Assisting with other program and client related events and finding donors/partners to help sponsor these events

### **Donor and Partner Relations**

- Responsible for the cultivation, solicitation and stewardship of all donors with a special emphasis on major gifts and planned giving
- Network, recruit & meet with potential new donors or partners
- Create and manage the pipeline of new donors to cultivate them as ongoing donors
- Oversee the grant writing process
- Help coordinate donor & partner appreciation events

### **Other**

- Assist with Marketing as needed.
- Other duties as assigned.

### **Job Requirements:**

- College graduate or equivalent preferred
- Excellent communication skills, well organized, customer service focused, flexibility and have a growth mindset
- Personal integrity and humility
- Competency in Microsoft Word, Excel, publisher, and email
- Minimum of 5 years of fundraising experience, with a proven record of increased donor giving
- Experience managing and leading a team, preferably as a Development Director
- Enjoy meeting people, learn what is important to them and are not afraid to make an ask
- Self-starter and have a strong commitment to personal excellence and accountability

**Compensation:** \$75,000-85,000. Compensation growth opportunity will be linked to the candidate's ability to successfully lead and rapidly expand our development program.

**Work Hours:** Full-time, 40 hours/week, Must be able to work during special events (nights & weekends) and extra hours as needed