

Concord Coalition to End Homelessness

Job Description: Director of Development

Last Updated: September 2021

Position Title: Director of Development
Reports to: Executive Director
Supervises: None
Status: Full-time
FLSA: Exempt (salaried)

Job Summary

The Director of Development will create, implement, and manage a comprehensive individual giving program.

Essential Functions

- Identify, research, cultivate, solicit, and steward current and potential major contributors and “Make the Ask” when appropriate.
- Manage and expand individual giving and identify new potential sources of fund raising, including planned giving.
- Create an annual forecast and work plan with quantifiable goals and provide analysis and updates to the Executive Director and Board of Directors on a regular basis.
- Create compelling messaging to current and potential donors.
- Collaborate closely with standing committees to develop public messaging and nurture and maintain individual and business relationships.
- Train and coach Board members, staff, and volunteers to improve fundraising skills.
- Oversee gift processing and donor database management.

Minimum Qualifications

- Bachelor’s Degree, preferably in marketing, communications, or a related field, or a combination of education and equivalent experience required.
- 3+ years of progressively responsible experience developing and managing fundraising programs including major gift program development and capital campaigns. Demonstrated success in relationship management and soliciting major gifts.
- Strong communication skills.
- Experience working with volunteers.
- Knowledge of the local philanthropic community a plus.
- Able to operate confidently in Office 365, and familiarity with donor management software, email, and social media.
- Commitment to supporting equity and diversity in the workplace.

Core Competencies

- **Managing Mission and Goals:** Demonstrates understanding and support of the mission and vision of the Concord Coalition to End Homelessness; talks and conceptualizes beyond the here and now to a larger sense of purpose; is optimistic; helps others own the CCEH mission and vision.
- **Integrity and Trust:** Is widely trusted; practices direct, honest, and transparent communications; maintains confidentiality; admits mistakes; responds to situations with consistency and reliability; is authentic.
- **Work / Life Balance:** Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; gets what they want from both.
- **Interpersonal Relationships:** Relates well to all kinds of people; builds appropriate rapport; builds constructive and effective relationships; considers the impact of their actions on others; uses diplomacy and tact; helps others save face in difficult situations; is easy to approach and talk to; avoids communication triangles.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal ones; is a resource to other members of the team; understands and supports the importance of teamwork and takes responsibility for their part in the success or challenges of the team.
- **Composure:** Is cool under pressure; does not become defensive or irritated when times are challenging; is considered mature; can be counted on to hold things together during challenging times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Conflict Management:** Deals with problems quickly and directly; steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.
- **Written and Oral Communication:** Is able to write clearly and succinctly in a variety of communication settings and styles; expresses themselves clearly in conversation and interactions with others; summarizes or paraphrases their understanding of what others have said to verify understanding and prevent miscommunication.
- **Learning on the Fly:** Learns quickly when facing new problems; a relentless and versatile learner; open to different and new ways of doing things; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
- **Priority Setting:** Spends their time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus; clearly and comfortably delegates both routine and important tasks and decisions.

