



## **Development Director**

Full-time, exempt position with benefits

Monday – Friday from 7am-3pm

**Mission Statement: in an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.**

The Development Director reports to the Executive Director and is responsible for planning, organizing, evaluating and directing all of Loaves & Fishes' fundraising and marketing activities. The Development Director oversees a small staff and works with the other Program Directors. All fundraising activities represent and communicate the values and mission of Loaves & Fishes to donors and the public.

### **Responsibilities:**

- Direct and supervise all fundraising and marketing activities/strategies including but not limited to fundraising events, identifying donors, major gifts, planned giving, grant writing/research
- Coordinate/write monthly appeals; work with established distribution vendors (printer, mail house, USPS, etc)
- Manage distribution of monthly and year end donor thank you letters/receipts
- Research, identify and cultivate present and new donors as well as maintain positive donor relations
- Effectively manage and work with donor database as well as Loaves & Fishes website
- Coordinate capital campaigns as needed
- Make public appearances/accept speaking engagements on behalf of Loaves & Fishes
- Coordinate yearly events including Big Day of Giving, Giving Tuesday and more
- Coordinate media presence on campus in connection with special events, advocacy etc
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Develop a major gifts program including identification, cultivation and solicitation of major donors
- Supervise and collaborate with other development staff
- Perform all other facets of fundraising duties as required

### **Qualifications:**

- Bachelor's Degree in related field and 3+ years' experience in non-profit development and fundraising
- Demonstrate a commitment to Loaves & Fishes mission and philosophy
- Desire/experience working at a non-profit as well as with people experiencing homelessness preferred
- Excellent written and oral communication skills
- Desire to work with and on behalf of people experiencing homelessness; experience preferred
- Motivated learner; Professional, collaborative and organized
- Successful experience in the field of fundraising and development
- Experience with Neon database and website management preferred

**Loaves & Fishes neither solicits nor accepts government funds.**

Please submit resume, cover letter and writing sample by email to [laurieg@consulthrservices](mailto:laurieg@consulthrservices) no later than October 31, 2021.