POSITION TITLE: Director of Development

DEPARTMENT: Philanthropy

REPORTS TO: Chief Philanthropy Officer

FLSA: Exempt, Administrative

PAY RANGE: $65k-$80k

LAST REVISED: October 2021

**Roof Above**

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration, and resources. But when we dream big, amazing things happen. That’s why, we are excited to announce that Urban Ministry Center and Men’s Shelter of Charlotte have joined forces to become one organization. Our organization will continue to provide all of the services we currently offer, and as one entity will increase our impact in finding and creating permanent housing solutions for the most vulnerable members of our community.  We will combine our talent, services, and leadership to elevate our quest to end homelessness in the Charlotte region.

**POSITION SUMMARY:**

The Director of Development (DOD) for Roof Above is a senior member of the Philanthropy Team, reporting to the Chief Philanthropy Officer. The DOD is primarily responsible for leading and managing a growing annual giving program and creating and implementing a stewardship and donor relations program to strengthen support from individuals, corporations, congregations, and foundations. The DOD is also responsible for leading and managing development operations including database administration, including gift acknowledgement and database integrity.

**ESSENTIAL FUNCTIONS:**

**Annual Fund Responsibilities**

* Direct and manage all aspects of a comprehensive and strategic annual giving campaign that optimizes both traditional and progressive fundraising strategies.
* Provide leadership and management for all campaign donor acknowledgments, including written, phone and in-person stewardship.
* Working closely with the Philanthropy Analyst, use donor data and analysis to determine annual fund cultivation, solicitation, and stewardship strategies/activities.
* Develop, organize, maintain, and track annual fund processes for specific donor segments (recurring donors, new donors, loyal donors, giving societies, etc.)
* Working closely with the Senior Development Officer, develop a pipeline of major gifts prospects for next level of giving.
* Serve a key role in annual fundraising event.
* Working closely and in collaboration with the Communications Team, develop and produce annual fund and stewardship materials.
* Working closely with Philanthropy Leadership Team, set annual goals for the annual fund.
* Re-establish an employee giving campaign.
* Create a strong tribute program and manage peer-to-peer fundraising activities.
* Grow employee giving programs, including matching gifts program.

**Development Operations Responsibilities**

* Provide leadership around best practices relating to donor information and overall database management.
* Provide leadership and supervision to Donor Records Managers to ensure timely gift entry and acknowledgement.
* Manage pledges, including quarterly pledge reminders.
* Work closely with the Finance Team to develop, implement and manage process and procedures to assure best practices are in place and being followed.
* Serve as a liaison with the Finance Team to ensure monthly reconciliation of gifts and pledges, adherence to donor intent of gifts, and audit support.
* Formalize a plan to establish a collaborative culture between finance and philanthropy teams.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

* Bachelor’s Degree required with 4-6 years of relevant development experience
* Experience and strong comfort level with direct donor communication including phone calls and in-person meetings
* Ability to vision, develop and implement process
* Advanced written and verbal skills
* High preferred strong experience with Raiser’s Edge database
* Experience with full Microsoft suite of products
* Ability to balance multiple tasks in a fast-paced environment
* Ability to provide excellent customer service by positively interacting with donors, clients, volunteers, and staff
* Excellent attention to detail
* Flexibility is a must, with a willingness to adapt and respond quickly
* Must align to and demonstrate Roof Above values.

**WORKING ENVIRONMENT:**

The Philanthropy Team’s offices are located at Roof Above’s Day Services Center.

Position requires being on campus most days.

**OUR VALUES:**

**Heart for the Work**

* We choose this work and embrace this place.
* We practice radical compassion.
* We each do our unique part to end homelessness.

**Solution-Oriented**

* Grounding ourselves in what we know, we imagine what is possible.
* We are intentional about getting the right people involved and we move towards effective action.
* We are exhaustive in our search for solutions.

**Bring Our Best**

* We practice self-care, self-awareness, and safety.
* We recognize what we need to let go of to move forward.
* We exercise diligence and grit.

**Value Others**

* We honor the profound worth of each life and our work reflects it.
* We meet people where they are and approach others with genuine curiosity.
* We know we can’t do it alone.  We are stronger and smarter together.

*Roof Above is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees*