

**LAUREL HOUSE [www.laurel-house.org](http://www.laurel-house.org)  
Development Director Job Description**

**GENERAL POSITION INFORMATION**

Laurel House is a comprehensive domestic violence agency based in Montgomery County, Pennsylvania. The organization was founded in 1980 and has primary sites in East Norriton and Lansdale, along with three additional satellite sites. The organization is currently seeking an experienced development professional to serve as its Development Director and as a member of the Senior Management Team. This position offers competitive salary and benefits.

TITLE: Development Director	REPORTS TO: Executive Director
DATE: November 2022	FAIR LABOR STANDARD ACT STATUS: Exempt

**POSITION SUMMARY**

Working closely with the Funds Development Committee of the Board of Directors, the Development Director provides leadership and management for all of Laurel House’s fundraising and marketing efforts. This position will plan, direct and implement a comprehensive development program that builds and expands philanthropic support for the work of Laurel House. This position will supervise the part time Grant Writer and the full time Development Associate & full time Donor Relations Specialist. May supervise other fund-raising related staff members as needed.

**REQUIREMENTS**

**ESSENTIAL DUTIES & TASKS**

**Fund Development Plans:**

- Develop and implement a one-year and three-year fund development plan that generates individual donors, and corporate and foundation donors for philanthropic support of Laurel House
- Lead strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects
- Work with other key staff on the development of annual agency budget, including projecting revenue goals for each funding stream; monitor progress throughout the fiscal year to amend fund raising strategy as needed to ensure success in meeting goals

**Individual Giving:**

- Develop/ensure development of an individual giving program to maintain/strengthen donor relations with the organization
- Increase donor involvement, build, and oversee management of a portfolio of new and existing major donors
- Actively engage prospects, solicit major gifts, and prepare leadership to solicit major gifts
- Drive the development of strategies for major gift prospects based on the gift cycle; manage and update strategies and next steps, recording detailed information in the donor database (Donor Perfect)
- Manage pipeline and work closely with leadership on prospect management, solicitation, and stewardship
- Ensure proper management of prospect data in Donor Perfect
- Determine and meet annual individual goals (monthly prospect visits, gifts commitments) and objectives within the context of the mission

**Corporate Giving:**

- Implement working relationships and provide/oversee appropriate stewardship of existing corporate partners
- Work with board members to identify new corporate prospects and provide research to assist with the cultivation
- Lead strategies to identify, cultivate, solicit, recognize, and steward all corporate prospects
- Activate partnerships within partner corporations and visit partner corporations or host onsite tours to introduce Corporation partner employees to work of Laurel House
- Track and manage renewal of partnerships each year and steward all corporate partnerships

**Communication/Marketing/Public Relations:**

- Coordinate with management staff on communications efforts to increase Laurel House's visibility with key external audiences
- Develop, write, and continuously refine a case for support for overall agency and project-specific work
- Work closely with key staff and Board members to maximize their work in public relations and advocacy
- Oversee development of all agency publications, including but not limited to annual report, newsletters, brochure, etc.
- Serve as a representative of the organization at public forums/before public audiences as necessary and organize a speaker's bureau among program staff for events, as needed
- Gather stories and statistics that demonstrate Laurel House's work to donor
- Serve as back up media spokesperson in the absence of the Executive Director or Deputy Director

Website:

- Provide fundraising-specific content for the Laurel House website
- Oversee management of the Donate and Donors sections of the website to maximize donor engagement

Social Media:

- Support a brand aligned social media strategy
- Provide fundraising-specific social media content

Community Engagement:

- Attend community events as required
- Proactively engage community leaders, funders, members of the political sectors and individuals for fundraising efforts
- Join appropriate groups or committees to further organizational fundraising goals

**Special Events:**

- Support key fundraising events (i.e., Gala, WAM, 5K DASH, BTS) to ensure that Laurel House donors, sponsors and guests are fully engaged and cultivated
- Develop new and ongoing relationships through smaller events
- Where appropriate arrange small, intimate cultivation and stewardship events for key donors
- In collaboration with other key staff, ensure that "third party" event hosts/sponsors are acknowledged and cultivated

**Data Base Management:**

- Supervise the Development Associate in the management of the Donor Perfect database, tracking of donors and prospects, donor research, and generation of reports.

**Foundation Fundraising:**

- Work collaboratively with the Grant Writer in identification and cultivation of foundation prospects and in determining the strategy for proposals to foundations
- In collaboration with the ED, Deputy Director and Accounting Manager identify specific funding needs and ensure that grant proposals are designed to correspond to these areas of need

**Funds Development Committee**

- Work closely with the Funds Development Committee in achieving annual objectives
- Develop and implement reporting to the Board of Directors to assure consistent understanding of fundraising goals

**Provide Support, Supervision, and Evaluations for:**

- Development Associate
- Donor Relations Specialist
- Part time Grant Writer
- Other paid and/or volunteer members of the fund-raising team if/when assigned
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum two years’ experience with all aspects of fund development
- Experience with requesting and attracting individual gifts at all levels and demonstrated success in meeting annual fund goals, development management, securing major and annual gifts from individuals, foundations, and corporations.
- Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, and donors.
- Working mastery of computer programs including Microsoft Word, Power Point, Excel and a donor data base
- Experience supervising staff and/or volunteers
- Excellent written and oral communication skills; presentation experience important
- Excellent interpersonal skills, with strong public speaking skills preferred
- Ability to establish strong and effective personal and professional relationships
- Strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects
- The successful candidate will demonstrate flexibility and initiative.
- Successful completion of background checks which include child abuse history, criminal history and FBI clearances
- Valid PA driver’s license and insurance required, as well as consistent access to a working vehicle
- **This position requires flexible hours including weekends and evenings.**

**EDUCATION**

- Bachelor’s Degree preferred, however, priority will be given to experience

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties or be of safety concern.

**Physical Requirements:**

**Light:** *Lifting 0-10 Lbs.*       **Moderate:** *Lifting 0-25 Lbs.*       **Heavy:** *Lifting 25+Lbs.*

**Working Conditions and Schedules:**

Interacting with

- Co-workers
- Board Members
- Donors
- Vendors
- Clients

Office machinery usage

- Phones
- Fax

- Computers

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**Necessary traits for this position:**

Seeing       Hearing       Talking\*       Reading\*       Writing\*

Basic comprehension of English language using the traits\* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English       Spanish       French       Other: \_\_\_\_\_

**OCCUPATIONAL HEALTH AND SAFETY**

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

**ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally, I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

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Employee Signature

Date

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Supervisor's Signature

Date