

# **Domestic Violence Services**

## **OF BENTON & FRANKLIN COUNTIES**

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### **JOB DESCRIPTION**

#### **DEVELOPMENT DIRECTOR/EVENTS COORDINATOR**

**CLASSIFICATION:** Non-Exempt

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position, and general office hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m.; however, this position may occasionally require long hours and weekend work. The specific schedule will be mutually agreed upon with the Executive Director.

**POSITION SUMMARY:**

The Director of Development is responsible for planning, organizing, and directing all of Domestic Violence Services of Benton & Franklin Counties' (DVSBF) fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with The Executive Director and the Board of Directors in all development and fund raising endeavors.

**QUALIFICATION:**

1. Must embrace the mission of DVSBF.
2. Strong interpersonal and writing skills.
3. Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
4. Possess the skills to work with and motivate staff, board members and other volunteers.
5. Have the desire to get out of the office and build external relationships.
6. Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
7. Be organized and exhibit "follow through" on tasks and goals.
8. Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
9. Have knowledge and skills related to prevailing digital/electronic technologies, to include social media, digital marketing.
10. A bachelor's degree.
11. 2 years minimum experience in professional fundraising.
12. Proficient with the computer and various software programs.

**ACTUAL JOB RESPONSIBILITIES:**

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Oversee grant seeking including research, proposal writing, and reporting requirements.
4. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
5. Develop and direct the annual fund program, including mailings and annual fundraising drives.
6. Develop and direct major fundraising drives.
7. Coordinate fund raising special events including volunteers.
8. Oversee prospect research.
9. Work closely with the Executive Director, and Board of Directors.
10. Make public appearances/accept speaking engagements to share information about the Mission and work of DVSBF with the community.
11. Participate in DVSBF Board of Directors meetings.

12. Oversee fundraising database and tracking systems.
13. Oversee creation of publications to support fund raising activities.
14. Develop and maintain gift recognition programs.
15. Demonstrate professional conduct at all times.
16. Must have and maintain current and valid driver's license and auto insurance.
17. Maintain paperwork, documentation and reports.
18. Participate in staffing meetings and trainings.
19. Assist with facilities upkeep, cleanliness, and maintenance, as needed.
20. Clerical and administrative duties may include answering business calls on a multi-line telephone system; knowledge of and experience with copy machines, faxes, computers, printers, etc.; statistical data entry; and other similar tasks and duties as assigned.
21. Primary responsibility for development and maintenance of social media tools for agency growth.
22. Perform other related duties as requested by Executive Director &/or Board.

**PREFERRED QUALIFICATION:**

One year working with domestic violence victims or in related crisis or social services field. Survivor of domestic violence.

**SPECIALIZED EDUCATION AND TRAINING:**

20-hours initial advocacy training required (provided by employer). 20- hours of on-going training per year.

**Volunteers:**

1. Engage volunteers for special fund development projects using established volunteer management practices.
2. Oversee and work with Support Services Staff in recruiting, training, organizing and managing volunteers to carry out various functions within the charity.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, reach with hands and arms; climb stairs; balance; stoop, kneel, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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***I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.***

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Signature

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Date