



Position Title: Associate Development Director

Reports to: Development Director

Full-Time: Flexible Hours

Summary of Responsibilities: Assist Development Director in fundraising, with special focus on individuals and corporations.

The Mission Statement: To reflect the love of Christ to all who come through our doors by building relationships and offering programs that foster dignity and respect.

The Vision Statement: For those we serve, we will be a community that overcomes obstacles, celebrates transformation and realizes the full potential of all as children of God.

Core Values:

- **See the Divine Spark:** All of us are made in the image of God, with the same purpose of contributing to a better world. We see beyond behaviors and treat all with dignity and respect.
- **Make Order out of Chaos:** We work in an emergency setting amongst hurting women. Plans will change, policies will fail, and people will lash out. We are calm, flexible, and innovative in the chaos.
- **Do What You Say and Say What You Need:** Let's do the job we agreed to do. Arrive on time, build relationships, and practice policy. If unable to meet these expectations, speak up and ask for more support. As a team, we can get the job done!
- **Embrace Learning:** Welcome feedback with open arms. Mistakes are a key to success. No one here is above constructive criticism. We all need more practice, have more to learn, and have room to grow.
- **Walk With Others:** We set clear expectations, provide the needed support, and hold others accountable. We are both kind and firm.

Qualifications:

- Bachelor's degree and 4 years' minimum experience in professional fundraising
- A proven track record in meeting fundraising goals
- Goal driven to initiate donor visits and fundraising calls
- Skilled at building relationships with donors and prospects, including individuals, corporations, foundations, churches, and monthly givers
- Experience using a donor database for donor cultivation
- Clear, crisp, elevated writing and communication skills to represent Dégagé at a high level
- Experience creating fundraising messaging and materials
- Fundraising event experience
- Ability to clearly carry out organizational culture
- Self-starter
- Continual growth mindset, including ideas for improvements in time management, productivity, and efficiency
- Organized, with a strong ability to solve problems and multitask
- Creative and innovative thinker
- Ambassador to community and media
- Ability to speak to the press, including on camera and on the radio, and in front of large or small crowds, in a clear and convincing manner
- Microsoft Office Suite, Teams, Database, and Zoom proficiency



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Specific Responsibilities:

- Meet with current and prospective donors on a continual basis, cultivating relationships, sharing the need and making the ask.
- Identify and solicit monetary and in-kind gifts from individual and institutional donors.
- Cultivate and steward relationships with major donors.
- Initiate and follow up with strategic donor communications.
- Make public appearances to share information about Dégagé with churches, businesses, civic groups, etc.
- Solicit event sponsorships and assist with fundraising events.
- Write appeal and donor letters as needed.
- Make donor thank you calls in a timely manner.
- Enter all contact, relationship, and meeting information into donor database.
- Assist ambassador groups as needed.
- Attend and participate in all staff and relevant department meetings
- Perform other duties as requested.

Compensation: This is a full-time salaried position. Pay scale: \$64,000-\$76,000, based on experience. Pay rate will be determined at time of hire.

This is an “at will” position. There is no length of tenure of employment implied or stated. This job description is subject to change.