



Position Title: Development Director

Reports to: VP of Advancement

Full-Time: Flexible Hours

Summary of Responsibilities: Assist VP of Advancement in fundraising; manage events, volunteer engagement, and supporter database

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.

Statement of Faith: Employees affirm and accept the ministry of Dégagé to be a faith-based organization founded on the message and love of Jesus Christ and further affirm the mission statement of Dégagé as stated above.

Core Values:

- **Celebrate 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 5 years' minimum experience in professional fundraising; advanced degree or CFRE preferred
- A proven track record in meeting fundraising goals, including six-figure gifts
- Goal driven to initiate supporter visits and fundraising calls
- Skilled at building relationships with volunteers, donors, and prospects, including individuals, corporations, foundations, churches, and monthly givers
- Experience using a donor database for donor and volunteer tracking and cultivation; experience with Little Green Light and Harness preferred
- Significant fundraising event experience
- Skilled at creating fundraising messaging and materials
- Detail oriented and able to manage a calendar with hundreds of events
- Clear, crisp, elevated writing and communication skills to represent Dégagé at a high level
- Ambassador to community and media
- Experience speaking to the press, including on camera and on the radio, and in front of large or small crowds, in a clear and convincing manner
- Ability to clearly carry out organizational culture
- Ability to work with, encourage, motivate, inspire, and lead people



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- Self-starter
- Continual growth mindset, including ideas for improvements in processes, time management, productivity, and efficiency
- Organized, with a strong ability to solve problems and multitask
- Creative and innovative thinker
- Ability to work flexible hours and adapt to change
- Microsoft Office Suite, Teams, Database, and Zoom proficiency

Specific Responsibilities:

- Meet with current and prospective supporters on a continual basis, cultivating relationships, sharing the need and making the ask
- Identify prospects and solicit monetary and in-kind gifts from individual and institutional supporters
- Cultivate and steward relationships with supporters at all levels
- Initiate and follow up with strategic communications
- Solicit event sponsorships
- Manage all fundraising events, including monthly Discover Dégagé luncheons, our signature Celebrate Dégagé fundraiser, biannual Breaking Bread farm-to-fork dinner, and peer to peer events as requested
- Write appeal and support letters as needed
- Make thank you calls and send thank you notes in a timely manner
- Enter all contact, relationship, and meeting information into donor database
- Prepare monthly reports on work status and outcomes
- Recruit, onboard, train, track, and steward volunteers
- Maintain and analyze volunteer data and determine the impact of their engagement
- Make public appearances to share information about Dégagé with churches, businesses, civic groups, etc.
- Facilitate tours with interested supporters, volunteers, schools, churches, or business groups
- Provide homelessness education to increase community awareness of homelessness response and Dégagé's work within the larger homelessness response system
- Directly supervise Dégagé's Database Specialist
- Oversee the timely acknowledgement of gifts and year-end giving receipts
- Oversee monthly database/finance gift reconciliation
- Assist ambassador groups as needed
- Attend and participate in all staff, director, manager, and department meetings
- Perform other duties as requested

Compensation: This is a full-time salaried position. Pay scale: \$75,000-\$85,000, 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.