



Director of Development

Location: Administrative Office

Travel: Up to 50% (within CNY region)

Effective Date: 1998

Revision Date: January 10, 2023

FLSA Status: Exempt

Who We Are:

Vera House, Inc.'s vision is a world free of violence and abuse. Through the mission, Vera House, Inc. prevents, responds to, and partners to end domestic and sexual violence and other forms of abuse. Vera House was founded in 1977 by a group of concerned individuals led by Sister Mary Vera, CSJ who recognized the need for emergency sheltering services for women in crisis. This original mission blossomed into a wide range of domestic violence services including outreach and advocacy, domestic violence education programming, children's counseling, and a domestic violence education and accountability program for people who cause harm in relationships.

Thorough knowledge of and adherence to all Vera House, Inc. policies, procedures, and safety protocols is required.

Primary Function: The incumbent will be responsible for the overall management of fundraising strategy and operational execution, including but not limited to, annual giving, major gifts, and building out already established programs, including, recurring and planned giving.

Job Reporting Relationships:

Supervisor: Executive Director

Supervises: Development Coordinator
Volunteer and Intern Coordinator

Basic Qualifications:

Bachelor's degree preferred. 3- 5 years of non-profit, development experience necessary. Prior supervisory experience, public speaking, and fund development, including solicitation of major gift experience preferred. Experience with Raiser's Edge database is a plus.

Essential Duties & Responsibilities:

Fundraising (Leadership & Major gift solicitation) and Grants (50%)

- Responsible for the comprehensive planning, implementation, management, and oversight of all fundraising, fundraising communications (in collaboration with MarComm team), and community relations activities
- Proactively identifies and researches new and promising national, regional and local foundation and grant-making funding sources, ensuring a robust pipeline for the ongoing support that aligns with Vera House's mission
- Support agency efforts to write and submit grants for public dollars and private foundation support
- Develop a comprehensive stewardship plan that leverages the Executive Leadership team, agency Board members, as well as, Foundation Trustees, to further advance the mission of Vera House, Inc. by ensuring long-term relationships with donors.
- Alongside the Executive Leadership and Board President, serve as the key strategist in implementing capital campaign(s)
- Cultivate, identify and nurture relationships as well as develop and maintain a positive, professional and close relationship with vendors, community members, key volunteers, donors and Agency and Foundation board members

Annual Giving (25%)

- Create strategic and operational development plans that articulate strategies, goals, and metrics to achieve short-and-long-term fundraising goals
- Facilitate annual giving programs and strategies to acquire new donors, retain existing donors, and increase leadership giving through moves management and the donor pyramid.
- Oversee fundraising event efforts, ensuring sponsorship and revenue goals are exceeded
- Provide oversight, program supervision and development, and leadership to the staff to support all aspects of philanthropy to ensure the Agency's services are maintained in accordance with the Agency's mission and goals
- Represent the Agency to the community and collaborate with community members to ensure the implementation and/or maintenance of the Agency's programs and services

Managerial (20%)

- Regularly meeting with Development Coordinator and Volunteer and Intern Coordinator to ensure a cohesive and an operationally sound team
- Assist with planning and oversight of all fundraising events in collaboration with the development team.
- Occasionally responsible for inputting donations into Raiser's Edge, ensuring the accuracy of gifts and data integrity, running reports, etc.
- Ensure stewardship and acknowledgement letters are sent in a timely manner in accordance with best practices and fundraising standards

Other (5%)

- Member of the executive leadership team
- Act as a liaison to the Agency and Foundation Board of Directors
- Maintain development database consistent with Vera House practices

- Accountable for assisting with the development and delivery of policy and protocol
- Ensure a warm and welcoming environment for visitors
- Ensure that all services are maintained in accordance with the Agency's mission and goals

Competencies

- Understanding of domestic and sexual violence including elder abuse
- Deep commitment to, and passion for, a diverse, inclusive, and collaborative environment
- Strong grant writing experience
- Strong leadership skills
- Ability to work effectively in a crisis-orientated setting with diverse individuals
- Strong planning, organizational, time management, and administrative skills
- Excellent interpersonal, oral communication and written skills
- Strong proficiency with Microsoft Office Suite and development software
- Ability to develop positive, compassionate rapport with victims of domestic violence or other violent trauma
- Ability to work with as well as maintain a positive relationship with community partners and board members
- Ability to solve complex problems and demonstrate critical thinking
- Ability to work independently, collaborative, poised under pressure, and flexible in the changing landscape of non-profits.
- Familiarity with the Central New York Community
- Ability to work in a fast-paced environment
- Strong fiscal management skills and high integrity
- Appreciation and respect for other cultures and people of diverse backgrounds

Ancillary Duties

As an integral member of the organization, and a member of the Executive team, this position is responsible to provide related assistance wherever necessary to help the Agency achieve its goals and promote and embrace the Vera House, Inc. mission.

Equipment/Machines

Telephone, computers, copier, fax machine, calculator, automobile, shredder, credit card machine

Physical Demands

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, distance vision suitable of independent driving/travel, and hearing and speech to communicate in person or over the telephone. Individual must be able to lift 20 pounds. Accommodations may be made for some of these physical demands for qualified individuals who require and request such accommodations.

Work Environment and Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level and work environment are usually moderate, including air quality with limited exposure to physical risk.