

TRANSITIONAL HOUSING INC.

Job Description

TITLE	Development Director
STATUS	Full Time, Exempt, Salaried
REPORT TO	Executive Director

GENERAL DESCRIPTION

The Development Director, working with the THI Board of Directors and staff, develops, directs, and executes all fundraising activities to meet annual, long range and specific program goals.

RESPONSIBILITIES

In accordance with the philosophy, mission, and policies of Transitional Housing, Inc. the responsibilities of the Development Director include, but are not limited to:

Fundraising

- Facilitate the development and implementation of annual, long-range and special funding plans
- Work with THI Board, staff and volunteers to meet the goals established in the funding plans
- Coordinate data collection and maintain data tracking for all donors
- Staff the development, implementation and follow-up of special fundraising events
- Expand and maintain a major gifts program

Communications

- Maintain an infrastructure to support effective and efficient fundraising activities (data base, mailing list, web page, network computer system)
- Coordinate the development of marketing materials
- Maintain accurate, timely, and regular communications with THI constituents and prospects
- Complete and submit required reports and gift acknowledgements
- Promote THI in the community, including use of media and participation in the community

Administrative

- Oversee and coordinate development activities, including Grant Writer and Volunteer Coordinator
- Participate in program development as appropriate, including reviewing funding requests
- Participate in professional associations and workshops to maintain updated development systems
- Staff THI committees and participate in THI Board, committees and activities as requested.
- Perform other duties as assigned

QUALIFICATIONS

Bachelor's degree, master's degree preferred

Five years experience in nonprofit fundraising;

Events management and planned giving experience desirable

Strong computer skills; knowledge of funding software and web site management helpful

Supervisory experience helpful

Excellent oral, written and interpersonal communication skills

Ability to work with a diverse group of people

Experience working with homeless individuals and the substance abuse population helpful

Able to work independently and as a team member

Some evening and weekend work required

Must have transportation; if using own car, must have a valid driver's license and proof of insurance