



Development Director

Job Description

Established in 1975 as the first domestic violence shelter on the West Coast, Bradley Angle's mission is to serve all people affected by domestic violence. We do this by placing people experiencing—or at risk of—domestic violence at the center of our services and providing them with safety, education, empowerment, healing, and hope. Bradley Angle offers a comprehensive continuum of emergency and supportive services to over 400 survivors and their children every year. Our services include emergency shelter, housing and financial assistance, financial education, culturally specific advocacy for Black/African American and LGBTQ+ communities, counseling, support groups, and youth programs.

STATUS:	Full time, exempt
SALARY:	Starting \$74,484.80; retirement; generous paid time off, medical/dental insurance, Employee Assistance Program benefits, Simple IRA, and professional development.
SUPERVISOR:	Executive Director
HOURS:	1.0 FTE, Monday-Friday; flexible schedule; includes occasional evenings and weekends.

The Development Director creates and implements Bradley Angle's annual development strategic plan and fundraising initiatives and is responsible for broadening and strengthening Bradley Angle's base of support in order to maximize the organization's service to the community. The ideal candidate will be highly skilled at engaging current and prospective donors, bring a wealth of experience organizing effective fundraising events and appeals, and possess solid project management skills to ensure the implementation of effective tracking systems and processes.

Fund Development (55%)

- Create and implement Bradley Angle's annual development plan and strategic initiatives that increase current donor-base, deepen community partnerships, and elevate the organization's profile.
- Manage an annual fundraising goal of over \$700,000 from a mix of foundation grants, individual and corporate giving, and major fundraising events.

- Oversee Bradley Angle's foundation grant portfolio, with assistance from the grant-writing contractor, by successfully submitting grant applications and reports and researching new grant opportunities.
- Maintain accurate donor and grant information in Bradley Angle's CRM, Little Green Light, provide accurate reports on giving and donor trends, and generate prompt donor acknowledgement letters/tax receipts to ensure donor gratitude.
- Oversee monthly financial reporting and reconciliation in collaboration with the Finance Director and provide information needed for annual audit.
- Organize and manage community in-kind giving and volunteer efforts in collaboration with program leadership.
- Other duties as assigned.

Donor Cultivation & Stewardship (25%)

- Steward existing donors and cultivate new relationships with individuals and community partners. Build long-term relationships, maximize engagement, and increase revenue.
- Participate in in-person meetings and virtual visits with current and prospect major gift donors to build relationships and move donors toward cultivation and solicitation.
- Create and implement donor acknowledgement plan including giving circles, appreciation events, and other stewardship communications.
- Conduct prospect research using web-based search tools and internal contact notes, to identify key donor prospects who are mission- and values-aligned.

Marketing & Events (10%)

- Develop and implement an organization-wide, culturally responsive, marketing plan, overseeing all internal and external communications efforts.
- Supervise and support Marketing & Events Manager in the creation of digital and print appeals, annual impact report, monthly e-newsletter, press releases, social media, and other marketing and fundraising material.
- Supervise and support Marketing & Events Manager in the planning, implementation, and production of all fundraising events including managing vendor relationships, budgeting, organizing event logistics, etc.
- Represent and advocate for the organization through public speaking opportunities and external stakeholder meetings.

Organizational Culture & Racial Justice (10%)

- Understand and integrate relevant components of strategic plan and commitment to centering racial justice into individual and team workplan.
- Commit to personal growth, learning, and transformation, taking initiative to expand your understanding of racial justice and related principles, issues, and practice and how they apply to your, and our work.

- Grow and apply the skills and practices needed to create an inclusive organizational culture including (but not limited to): clear and kind communication, giving and receiving feedback, mutual accountability, and self-care and boundaries.

Qualifications

- 3-5 years experience in a nonprofit development or advancement role, preferably at a social services organization
- 1-2 years experience in organization or program leadership and supervising staff
- Proven track record of fundraising success through multiple funding channels (major gift fundraising, direct mail, grants, and events)
- Proficiency in Little Green Light (or other CRM software), Microsoft Office, Google suite, and Quickbooks.
- Able to communicate well, orally and in writing, with a variety of stakeholders, including donors, staff members, volunteers, contractors, elected officials, and community partners.
- Ability to work collaboratively with a variety of teams.
- Strong work ethic, flexible, and self-directed.
- Commitment to Bradley Angle's mission and social change, including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.

Application Process

Please review the qualifications we are looking for and take the time to look at our [website](#) to become familiar with our mission and programs. We want to read cover letters and resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this position announcement.

Send your resume, cover letter, AND completed [Bradley Angle employment application](#) to jobs@bradleyangle.org and include "Development Director" in the email subject line. We are looking to fill this position immediately and applications will be reviewed on a rolling basis. We will contact qualified candidates as applications are submitted to schedule interviews.

Bradley Angle is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.