



We help people find their way back home.

Development Director Job Description

Introduction: The Development Director is responsible for leading the Development Team in the design, implementation and evaluation of the Mercy House fundraising, communications and outreach plan. The Development Director will report directly to the Chief Operations Director and serve as a member of the Executive Team.

“The Development Team connects Mercy House to the communities we serve, holding open its door for those who wish to do good.”

Mandatory skills include:

- Being reliable, responsible and attentive to detail
- Effective with oral and written communication
- Able to meet deadlines
- Able to work co-operatively as a part of a team
- Able to work independently
- Able to multi-task
- Able to use sound judgment
- 5+ years fundraising experience
- Foundation relationship and grant writing experience
- Familiarity with Razor’s Edge

I. Development Activities

Goal: To ensure that the organization expands its fundraising efforts including events, major gifts, monthly giving, community presence, and recognition programs.

- Manage and cultivate relationships with existing major gift prospects, as well as identifying new prospects
- Planning and leading major giving program, campaigns and activities
- Developing a donor solicitation strategy for major gift prospects
- Designing and operating a donor stewardship program
- Tracking and assessing major gift fundraising metrics
- Manage targeted strategies for private donors, service groups, churches and corporations
- Research and propose new funding opportunities
- Act as staff liaison to Board fundraising committee meetings and present fundraising topics at monthly Board meetings
- Meet with board members to solicit new contacts
- Staying on top of fundraising trends and the nonprofit community
- Oversee private grant writing and support public writing

II. Communications

Goal: To ensure the quality and consistency of agency communications

- Staff liaison for promotional activities
- Ensure quality control of agencies collateral
- Oversee maintenance of Mercy House web site and social media presence



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- Assist with public and private grant presentations

III. Staff Management

Goals: 1) elicit optimal performance from staff; 2) promote Mercy House staff values

- Recruiting, manage, training and support fund development staff
- Ensure staff is aware and aligned with industry best practices
- Support ongoing team meetings
- Coordinate trainings and orientations when needed
- Conduct midyear and annual reviews

IV. Miscellaneous

- Provide administrative support to board meetings
- Participate in networking functions
- Attend staff meetings
- Attend training workshops as needed
- Enhance job performance by applying up-to-date professional and technical knowledge gained by attending seminars and conferences and reviewing professional publications.
- Perform ad hoc projects as appointed by Supervisor

HOW TO APPLY:

Please send your resume to Ana Calesti at anac@mercyhouse.net.