



PLEASE POST

**JOB OPENING
AGENCY ANNOUNCEMENT
Development Director
12/1/17**

There currently exists one Full time opening for Development Director. The Development Director is responsible for overall development activities and staff to achieve stated development goals. This position is open to all qualified Transitions' employees as well as outside applicants. See position description for relevant job information.

Interested applicants should follow directions as detailed on our website, and submit cover letter, resume and Transitions application to: Edie Rice-Sauer, Transitions, 3128 N Hemlock, Spokane WA 99205, or fax to 325-9877. Please no drop offs or emails.

Complete Job Description and Transitions employment applications are available online at <http://help4women.org>.

Position is open until filled.

Transitions values diversity in its work force and is committed to Equal Opportunity and Affirmative Action.



Position Title: Development Director
Site: Transitions Administrative Office
Status: Salaried, Regular, Full Time, Exempt
Salary Range: Grade 11 \$18.78
Benefits: Based on Transitions employment policies Health, Dental, Life, Disability, Retirement, Sick, Paid Time Off (Holiday and Vacation).
Hours: 40 hours a week—flexible hours—some mornings, evenings and weekends required.
Reports To: Executive Director of Mission and Services

General Summary: Responsible for overall development activities and staff to achieve stated development goals.

Principle Duties and Responsibilities

1. Implement the Benevon model at Transitions including full development of point of entry tours, re-entry events, annual fundraiser, cultivation events at each program site and all follow up.
2. Oversee all other fundraising events as they emerge.
3. Conduct routine donor visits and maintain a positive relationship with donors.
4. Responsible for all aspects of annual fund including but not limited to newsletters, direct mail, annual report and appeals. Oversee marketing, public relations and branding.
5. Works with the development team and Executive Assistant to ensure donor database, gift processing and acknowledgement procedures are in place and well functioning.
6. Responsible for assisting in the establishment and achieving of annual fundraising goals.
7. Creates and monitors development/marketing budget in concert with the Finance Director and Executive Director.
8. Provides supervision, guidance and linkage between members of the development team.
9. Serves as lead development staff coordinating positive communications/interactions between development staff, board committees and programmatic site staff, the community and other non profits and corporations. Report regularly.
10. Keeps accurate and timely records of all donor contact in Donor Perfect database.
11. Work closely with various volunteer committees including the Development Committee and the Board of Directors. Create new voluntary committees as necessary.
12. Knowledge of and adherence to Association of Professional Fundraisers Code of Ethical Principles and Standards of Professional Practice.

13. Performs related functions necessary to support the mission and core values of Transitions.

Knowledge, Skills and Abilities:

Minimum: Bachelor's degree and/or minimum of three years experience in fundraising/development and a minimum of one year direct supervisory experience.

Preferred: Master degree in English, Marketing, or Communications with five years experience in a non-profit leadership role.

Required Knowledge, Skills and Abilities:

1. Strong oral and written communication skills, including comfort in situations requiring large and small group public speaking skills.
2. Knowledge and experience with Benevon fundraising model.
3. Proven ability to work with a variety of volunteers including Board and committee members.
4. Writing and editing proficiency with knowledge of publication design and production.
5. Exceptional understanding of confidentiality.
6. Computer skills with a specific knowledge of MS Office and Donor Perfect.
7. Ability to identify system problems and conceptualize and implement solutions.
8. Ability to take initiative and work in a collaborative environment.
9. Valid Washington state driver's license and auto insurance; available vehicle.

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