

**Status:** Exempt

**Pay Range:** \$80,000-85,000

**Reports to:** Chief Executive Officer

## **DEVELOPMENT DIRECTOR**

The Regional Task Force on Homelessness (RTFH) is a non-profit organization and is the designated Continuum of Care (CoC) lead agency for the San Diego region. The 31-member CoC Advisory Board and the membership is an integrated array of stakeholders tasked with strategic planning and coordination of resources to strengthen our collective impact in ending homelessness so that it will be rare, brief, and non-recurring. RTFH is the homeless policy expert and lead coordinator for the introduction of new models and implementation of best practices for the San Diego region. We provide essential data and insights on the issue of homelessness, informing policy and driving system design and performance. This includes managing the Homeless Management Information System (HMIS), conducting the annual Point-In-Time Count (PITC), and implementing the Coordinated Entry System (CES). Leveraging the comprehensive resources of the CoC, the vision of RTFH is to end homelessness in the San Diego region.

### **PURPOSE**

The RTFH Development Officer will work in partnership with the Chief Executive Officer (CEO), other Executive Leadership staff and Board Members, to develop, implement, and execute a dynamic year-round giving program, whose purpose is to build a long-term base of support for RTFH. The Development Officer will lead the implementation of strategies to identify and cultivate a portfolio of prospects, multi-level donors, foundations (corporate & private), planned-giving and pursue other opportunities for gifts of assets or other non-cash gifts. The primary role for this position is to act as lead and/or supervisor on all annual campaign activities, grant solicitation activities, special events, fundraising/marketing, overseeing the donor acknowledgement program, creating stewardship activities for donors, and other duties as assigned.

### **ESSENTIAL FUNCTIONS**

- Lead the creation and justification of RTFH's case for support, integrating our organization's current funding needs and opportunities and for future initiatives to ensure staffing is adequately funded.
- Develop, implement, and execute a dynamic year-round giving program that ensures an achievable strategy and timeline in support of the organization's campaigns/programs, both annually and long-term.
- Develop, maintain, and expand an active portfolio of foundation, corporate grants, and major gift donors and prospects.
- Develop strong relationships with existing and prospective donors
- Actively engage in all aspects of the gift cycle:
  - Identify potential donors
  - Initiate contacts with potential major gift donors
  - Develop appropriate cultivation strategies for each donor
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure
  - Make solicitations when appropriate
  - Design and implement donor recognition strategies and events
  - Maintain stewardship contacts with donors.
- Launch new fundraising opportunities through individuals, corporations, foundations, and government agencies
- Ability to present and persuasively convey the mission of RTFH to diverse groups including donors, prospects, corporate executives, board members and others who are important to the organization's overall prosperity.
- Set and meet fundraising objectives, evaluating results and developing corrective strategies as needed.



- Create and manage budgets, track, and report on progress to goal, including contacts, gifts, pledges and planned gifts.
- Lead the effort to create gift-related policies and procedures and ensure ethical compliance.
- Lead foundation, corporate, and other private sector grant writing activities;
- Create online digital campaigns using social media;
- Lead fundraising strategies for special events such as the annual summit on homelessness;
- Support the CEO and executive leadership team to maximize their time and effectiveness in development activities.
- Collaborate with RTFH Board of Directors, executive leadership, and staff to ensure their understanding and support.
- Willingness to travel and be available for work in the evenings or weekends, related to events or other community activities

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge:*

- Working knowledge of donor research database **preferred**, with the expectation to provide a recommendation to RTFH and the Board of Directors on a database to implement.
- A thorough understanding of laws and regulations concerning 501(c) 3 organizations.
- Planning and implementation of a capital campaign.
- Mentoring and leading board members, senior executives, and volunteers to ensure an integrated, organized effort.

#### *Excellent Skills and Abilities in:*

- Personal and professional integrity, coupled with an ability to inspire confidence and cooperation; a motivator and leader.
- An organized, focused and goal-oriented personality coupled with a high level of initiative, energy, flexibility, and ability to work independently.
- Human relations skills to build collaborative teams with other staff members, donors and volunteers.
- Excellent written and verbal communicator with a demonstrated ability to write and present in a concise and persuasive manner in one-on-one, small and large group settings, specifically philanthropic opportunities to benefactors and their advisors.
- Self-driven and solid experience in driving projects from concept to completion.
- Highly capable of identifying issues, finding solutions, and acting decisively under pressure.
- Strong aptitude in developing authentic relationships with diverse community of donors, grassroots leaders, and corporate partners.
- Highly organized with strong time management skills and attention to details.
- Proficiency in the following programs:
  - Microsoft Office (Word, Excel, Access, PowerPoint), and

### **EDUCATION AND EXPERIENCE**

#### *Education:*

- Required: A bachelor's degree (or equivalent experience and education); advanced degree preferred; CFRE status is beneficial.



*Experience:*

- At least five years of experience in Fundraising and Special Event & Program development, management and execution.
- Knowledge of all aspects of a development program including annual giving, major gifts, planned giving, and corporate and foundation philanthropy.

**PHYSICAL DEMANDS**

- The physical demands here are representative of those met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to hold objects, writing instruments, the telephone, or files; and talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

- Hybrid work schedule
- 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 the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to chemicals such as cleaning supplies and office products. The noise level in the work environment is usually moderate. The temperature in the work environment is maintained at a reasonable level.
- Benefits package includes medical, dental, vision, and life insurance, SIMPLE IRA, and paid time off.
- Our organization offers a business casual work environment with a talented and friendly team.
- RTFH is an Equal Opportunity Employer