



Williamsburg House of Mercy
Position Announcement: Director of Development

Position Summary/Purpose:

While the Director of Development is the principal fundraising staff member for Williamsburg of Mercy, the position encompasses all aspects of the development process within the organization. This person should demonstrate the ability to quickly build relationships with individuals to engage them in support of the Williamsburg House of Mercy mission.

The Development Director is instrumental in establishing and maintaining donor and grantor relationships to build financial resources for the long-term sustainability of the organization. They assist in determining and executing Communication and Development strategies, including constituent segmentation, appeal composition and design, and reporting outcomes, and they submit and process grants and prepare final reporting. This is a full-time position with demanding goals and variable work schedules.

The Director of Development maintains an active donor recognition and stewardship program to assure accountability and extend relationships with funders. This position facilitates the identification, cultivation and solicitation of prospects. The Director will also develop annual stewardship programs that encourage gifts of time and talent by creating an advisory committee to recruit volunteers to assist with development projects.

About Us:

Williamsburg House of Mercy provides quality compassionate human services to all people, especially the most vulnerable, regardless of faith. We provide a safe and welcoming environment for area homeless to find respite, receive services, and work toward ending their homelessness, and emergency assistance and supportive services to those struggling to maintain housing and regain stability.

We envision a community where no one will ever have to spend a night on the streets or in the woods because they cannot find or afford safe housing. We believe that safe, affordable housing, and a livable wage is a fundamental human right, and that every person, regardless of class, condition, color, gender, orientation or belief system was created to live a full, rich life.

Responsibilities and Duties:

This position is responsible for developing and implementing a successful fundraising strategy in order to increase regular monthly giving, major gifts, grants, and raise funds for future projects identified by the Executive Director, Leadership Team, and Board of Directors

Leadership and Planning



- Manages a consistent, systematic approach to donor relations through regular outreach and engagement
- Manages and collaborates on direct mail, email, and social media fundraising campaigns including but not limited to the End of Year campaign, Give Local campaign, Giving Tuesday, and Annual Appeal
- Creates content for donation-related webpages and for special campaigns in partnership with the Director of Communications
- Actively works to create a comprehensive development plan for cultivation and solicitation of support from individuals and businesses in the community
- Crafts a major donor campaign in conjunction with the Executive Director, Leadership Team and Board of Directors
- Participates in the planning and execution of special events including donor recognition opportunities

Research, Cultivation and Solicitation

- Cultivate donor relationships at all levels and work to raise the giving levels of all donors
- Research prospects and establish priorities for solicitation
- Manage and execute strategies for cultivating and soliciting donations
- Network within local community organizations
- Contact potential donors and secure on-going financial support
- Complete prospect research for major gift donors (\$25k and above) and other sources to support fundraising efforts
- Manage and expand planned giving program

Operations

- Monitor all donor information and provide statistical analysis targeting new/increased donors to leadership
- Develop reports and documents for leadership and decision-making purposes
- Ensure that databases are properly managed and current, and monitor online giving platforms
- Identify, recommend, and assist with implementation of fundraising software
- Ensure complete security and confidentiality of all donor information
- Ensure correspondence (including letters of appreciation and donors' tax statement) are strategic, appropriate and timely
- Writes, manages, processes or oversees all grant applications, proposals, and reports



- Works closely with program staff to quantify goals and impact for grant applications and produce reports
- Maintains and strengthens relationships with current and prospective funders
- Researches new grant possibilities
- Communicates regularly with foundations
- Provides leadership for all special event fundraisers
- Builds capacity around access to stock gifts, and bequests
- Tracks and provides monthly reporting on individual giving, congregational, grant reporting, and other development related admin as they arise

Working Conditions: Position is exempt, full time (35 hours per week). Occasional night and weekend hours may be required throughout the year.

Qualifications:

- Bachelor's Degree and three to five year of demonstrated development experience. Must have a significant record of success in fundraising including the demonstrated ability to solicit and close major gifts from individuals
- High level of proficiency with all computer tools; the ability to select, install and maintain donor database software; experience with fundraising database software is a plus; and a working knowledge of internal and external communication technology; willingness to learn new software and programs
- Ability to understand the role of individuals and groups in philanthropy and the ability to manage complex organizational detail
- Ability to take on responsibility, work independently and be flexible in a changing environment
- Excellent interpersonal, verbal and written communication skills, and sense of humor.

Interested candidates should send a cover letter and resume, to Nicole Lancour, Williamsburg House of Mercy, 10 Harrison Avenue, Williamsburg, VA 23185 at Nicole@WilliamsburgHouseofMercy.org. Announcement closes October 15, 2021.