

## **Development Director**

Job Title: Development Director

Reports to: Chief Executive Officer

Exempt Position

### **Job Summary**

United Against Human Trafficking seeks a Director of Development to shape, grow, and sustain fundraising operations to take UAHT to its next evolution of growth and expansion.

The Director of Development is responsible for oversight, proactive planning, and successful execution of a comprehensive fundraising program, and to position UAHT for future success, growth, and sustainability. The Director of Development reports to the CEO and serves as a member of the leadership team that includes the CEO, Chief Operating Officer, Chief Program and Strategy Officer, and the Director of Finance. The Director of Development plays a key leadership role in ensuring that UAHT fulfills its mission, ensures a values-based organizational culture, and accomplishes its financial goals.

### **Supervision**

The Director of Development supervises a team of 2-3 development and administrative managers and coordinators. The Director of Development occasionally oversees various contracted resources.

### **Leadership and Management**

- Lead a partnership with CEO, Leadership Team, Board of Directors and development staff to design and fulfill annual fundraising strategy and goals
- Oversee and direct the implementation of the annual development plan
- Design strategies and tactics for growth and success across all areas of fundraising
- Monitor fundraising results and consistently report progress to the CEO and the Board of Directors; participate in the Board Meetings and Committees, as requested
- Collaborate internally to develop budgets, monitor and forecast revenue and expenses, and drive financial results
- Manage and empower the development team and contractors in designing and fulfilling their goals
- Lead quantitative and qualitative evaluation of fundraising outcomes, resulting in informed, data-driven, and funder-centric strategies



- Work closely and collaboratively with the CEO and the Board Fundraising Committee to build and empower the Board's capacity, capability, consistency, and confidence in fundraising
- Generate new ideas that increase revenue and donor longevity

### **Annual Giving, Major Gifts, Corporate Giving & Grants**

- Create a strategy for a large sustained base of annual individual donors
- Connect organizational mission and results to donor's philanthropic goals and ambitions
- Design and drive strategies for annual giving program, including online giving and direct mail
- Direct and execute a strong, consistent, relational major gifts program and systematize a corporate and foundation giving program
- Develop the annual strategy and goals for philanthropic events
- Manage staff and contractors in event logistics and administration, ensuring impeccable event logistics & results
- Develop a comprehensive corporate giving strategy to engage corporations in supporting UAHT's initiatives
- In collaboration with the CEO, Leadership Team, and grant writer, develop annual grant strategy and goals that build and sustain relationships with private foundations and government grants
- Collaborate with CPSO and Director of Finance, in coordination with the grant writer, to refine foundation and government grant-seeking strategies, cultivate funders, review grant applications and finalize reports
- Partner with the CPSO to track proposals, outcomes, and reporting requirements for all foundation and government grants
- Manage the implementation of Salesforce and oversee staff responsible and process for data entry and gift processing
- Empower development team in executing the development communications plan through innovative and creative approaches, consistent and aligned with organization's communications strategy.
- Manage donor communications for high-level, strategic fundraising opportunities
- Communicate fundraising goals throughout the organization and empower team members to participate in accomplishing UAHT annual goals

### **Qualifications: Experience, Education, Knowledge, Skill and Ability**

#### **Experience**

- A strong track record of achieving tangible fundraising outcomes in a competitive field
- 6- 8 years of senior leadership and/or philanthropy experience in a nonprofit, educational, or public service environment
- Bachelors degree required
- Experience responding effectively to shifting and evolving fundraising priorities



- Experience cultivating and maintaining donors in a mission-driven organization
- Experience cultivating and securing major grants and/or high-net-worth individual donors

#### **Desired Specialized Knowledge and Skills**

- Knowledge of the local/state/national nonprofit and advocacy stakeholders
- Skilled communicator and relationship-focused leader
- Commitment to UAHT's mission
- Technologically savvy and knowledgeable including, but not limited to, Microsoft Office Suite, Google Apps, Salesforce, Wealth Engine

#### **Abilities**

- Demonstrated track record in developing, communicating, implementing, and adapting a strategy in a constantly changing environment
- Demonstrated track record in developing and leading staff to achieve results
- Experience managing a cross-functional program team
- Ability to assess organization's strengths, gaps and efficiencies, balancing health of organization with programmatic needs and functions
- Strong interpersonal and relationship-building skills
- Ability to listen to others and communicate honestly, responsibly and professionally; verbally, written, and electronically
- Ability to perform several tasks concurrently with ease, effectively and efficiently
- Commitment to impeccability and integrity
- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a growth mindset: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results

#### **TO APPLY**

Please submit a cover letter, resume, and salary requirements to [hr@uaht.org](mailto:hr@uaht.org).

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.*