



## United Against Human Trafficking

### Job Description for the Director of Development

The Director of Development will be primarily responsible for developing good relationships with prospective donors across multiple sectors, cultivating existing relationships, communicating with the broader public and internal teams, supervising the Development Team, and drawing up plans to ensure annual fundraising targets are met.

#### **Desired Experience and Qualifications:**

Education/Experience: Bachelor's degree and basic knowledge of human trafficking. Master's degree preferred.

This person reports directly to the Chief Executive Officer.

#### **Qualifications:**

1. Grant writing, fundraising and special events experience required
2. Strong writing skills and experience managing the grant writing process for foundations, city, state and federal grants
3. Experience working and raising funds in the nonprofit sector
4. Adept at researching, identifying, and cultivating foundations, corporations, civic and religious organizations and individuals
5. Extremely organized and an ability to work well under pressure and synthesize information and communicate in a compelling and succinct manner
6. A solid understanding of budgets as they relate to proposals and grants
7. Proof of quantifiable fundraising success throughout career
8. Examples must include actual dollar amounts, dates, grants awarded, event success, etc.
9. A high-level of computer literacy required
10. Experience with WordPress required
11. Familiarity with Salesforce a plus
12. Proficiency in the use of Microsoft Office and Adobe Creative computer software applications
13. Experience with and knowledge of web-based communication and fundraising databases
14. Social media and marketing skills required

#### **Responsibilities:**

1. Develop a major donor strategy to identify, cultivate and recruit new donors including corporations and individuals
2. Write and submit proposals according to grant guidelines
3. Secure and maintain grant funding from several private and federal funding sources
4. Develop clear action plans and timelines to drive fundraising activities to meet development goals
5. Strengthen ties with existing supporters, re-connecting with former supporters, and developing a solid plan for identifying and incorporating new donors
6. Creates effective strategic plans for marketing and development strategies
7. Oversees website and social media
8. Responsible for planning and execution of fundraising events
9. Works close with Executive Director and Board of Directors to meet fundraising goals

#### **General Responsibilities:**

##### **Agency Compliance**



1. Reports to work consistently and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
2. Follows instructions; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate persons with an alternative plan
3. Understands agency policies and procedures and effectively adheres to them
4. Maintains appropriate levels of documentation and confidentiality regarding client files, reports, correspondence, personnel, and financial paperwork
5. Understands and adds to the outcomes and progress of departmental goals
6. Attends department, agency-wide staff meetings and other meetings as scheduled
7. Communicates proactively and professionally with peers and stakeholders through phone and email
8. Follows all regulatory requirements for reporting suspected abuse or neglect

### **Team Relationships**

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions

### **Supervisory Responsibilities**

1. Supervises and guides assigned staff, interns and volunteers to include management, implementations, and evaluation
2. Manages the department team effectively to ensure completion of work, high level of cooperation, and integration with other departments
3. Interviews, hires, and trains employees or volunteers; plans, assigns, and directs work; appraises performance; rewards and disciplines employees or volunteers
4. Addresses and manages employee complaints and team/employee issues
5. Involves staff in planning, decision-making, facilitating, and process improvement
6. Develops supervisee skills and encourages growth
7. Works continuously to improve supervisory skills, including communication, conflict resolution, leadership, critical thinking, interpersonal skills, time and priority management, diversity and generational differences in the workplace, problem solving
8. Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.



To apply for this position, please send a resume and cover letter to [hr@uaht.org](mailto:hr@uaht.org). To learn more about the organization, visit [www.uaht.org](http://www.uaht.org).