



POSITION DESCRIPTION

DIRECTOR OF DEVELOPMENT

OPPORTUNITY

Domus seeks a Director of Development to lead and manage all fundraising and development activities for the dynamic organization. The Director of Development will plan and implement a comprehensive development and fundraising program that will provide Domus with the resources necessary to support its programming in school engagement, workforce development and other services for young adults. The Director of Development will assist in expanding Domus' fundraising capacity, in raising the organization's visibility and positioning Domus as a leader among youth serving nonprofit organizations in Connecticut. The ideal candidate will have had a career in development including experience in the implementation of an annual appeal, major gifts campaigns, event planning, corporate sponsorships and planned giving initiatives. In addition, knowledge of how to effectively market and communicate the mission and values of Domus, both internally and externally, as well as knowledge and experience in prospect tracking, stewardship, and financial reporting procedures, and all aspects of revenue development programs are desired. The Director of Development reports to the Executive Director and works collaboratively with the Domus Leadership Council, Program Staff, and the Board of Directors.

Domus is a nonprofit which helps young people in Stamford, CT and beyond overcome obstacles that jeopardize a bright and stable future. Through a constellation of individualized support programs, Domus works closely with community partners to help disconnected and disengaged youth forge their own paths to self-sufficiency. Whether graduating from high school, acquiring real-world job skills, or securing full-time employment, our programming empowers youth to rise above adversity and thrive as productive members of our shared communities. For more information visit <https://domuskids.org/>.

MAJOR RESPONSIBILITIES

Develop and Execute a Comprehensive Fundraising Plan

- Implement and manage a comprehensive fundraising strategy that supports the priorities, vision and mission of the organization with a focus on diversifying sources of funding, growing revenues for programming and assuring long term sustainability.
- Connect, engage and nurture relationships by managing a portfolio of donors and conduct personal visits with donors and prospects; some time will be spent out of the office.
- Identify and build relationships with corporate and business sponsors.

- Monitor and analyze trends in fundraising and donor behavior, including forecasting, and make strategic recommendations for improving fundraising performance and effectiveness.
- Oversee grant proposals, submissions, and reporting.
- Provide regular progress reports including results to date, recent activity, priority contacts to be made and next actions which will be shared with all appropriate parties.
- Plan and coordinate fundraising events, communicating frequently with stakeholders and providing appropriate event analysis.

Development Team Leadership

- Lead Development Department including setting and managing the departmental budget and supervising the work of departmental staff.
- Manage and oversee the formation and maintenance of necessary development reports and records for the monthly board meetings.
- Provide training, coaching, feedback to development team, including establishing goals, managing performance and ensuring accountability for results.
- Oversee production of compelling fundraising marketing materials which communicate the organizations mission, vision and impact of Domus' work effectively to donors and supporters.
- Responsible for the effective growth and use of Raiser's Edge donor database to support fundraising strategy.
- Maintain confidentiality of all donor-related information.

QUALIFICATIONS

- Minimum of seven to 10 years of increasingly responsible leadership positions in fundraising
- Three years supervising a team
- Solid understanding of the nonprofit sector
- Bachelor's degree
- Extensive knowledge of fundraising strategies and principles
- Strong written and oral communication skills
- Commitment to the [Domus mission](#), values and [core principles](#)
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations
- Ability to deliver, receive and respond to constructive feedback
- Strong Microsoft Office Skills
- Experience working with Raiser's Edge
- Strong work ethic and project management skills
- Detail-oriented self-starter who is able to function without direct daily supervision
- Individual will have a sense of integrity and a confidence combined with positive outlook and sense of humor

COMPENSATION, SCHEDULE & LOCATION

This is a full-time, exempt, year-round position with a competitive health benefits package, 403b plan, and paid time off. The salary range is \$150,000-\$175,000 and dependent on relevant qualifications and experience.

The work schedule will require the Director of Development to occasionally work a nontraditional work week for fundraising events and will require occasional travel. This job will be based on-site in our administrative offices in Stamford, CT.

EQUAL OPPORTUNITY EMPLOYER

Domus is committed to creating a diverse, equitable, and inclusive environment. Domus does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

TO APPLY

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled **“Last Name Cover Letter and Resume”** to nonprofitjobs@thestrategygroupllc.org. **Please title emails as DOMUS DEVELOPMENT DIRECTOR SEARCH in the Subject Line.** Resumes will be accepted until the position is filled.