



Position Description

Director of Development

ABOUT DOMESTIC VIOLENCE CRISIS CENTER

Since 1980, the Domestic Violence Crisis Center (DVCC) has provided counseling and advocacy services for victims of domestic violence and their children. DVCC is the only state-certified agency recognized by the Connecticut Coalition Against Domestic Violence (CCADV) serving the communities of Norwalk, Stamford, New Canaan, Darien, Westport, Weston, and Wilton.

DVCC's mission is to prevent and eliminate domestic violence by educating our communities and supporting individuals in building safer lives. We envision a world free of domestic violence. We believe that safety is a fundamental right. We strive to create a culturally inclusive environment where all individuals have access to life-saving services and support regardless of background or identity.

Our services include 24-hour crisis intervention through our hotline, the Lethality Assessment Program, and our two emergency safe houses; legal advocacy; trauma-informed counseling for adults and children, housing, and financial sustainability services; and prevention education. All victim services are free and confidential, and all services offered are multicultural/multilingual.

DVCC maintains an annual budget of approximately \$3.8M (\$1.8M raised through private philanthropy) with an additional \$350K of in-kind donations and is governed by a 12-member Board of Directors. To learn more, please visit, www.dvccct.org.

POSITION

DVCC seeks a seasoned, dynamic, and analytical Director of Development to lead the development initiatives and activities of the agency. Guided by a strong and sincere commitment to DVCC's mission, the Director of Development will strategically develop and implement a detailed fund development plan to support and grow the agency's programs, mission, and vision.

Reporting to the Chief Executive Officer (CEO) and working closely within the management team, the Director of Development will lead and inspire the development team as well as staff and Board of Directors to foster a culture of philanthropy across the organization and establish strategies to increase contributed revenue to meet program goals.

The Director of Development will possess the knowledge, creativity and excellent interpersonal and communication skills needed to support robust philanthropic goals. The successful candidate is a positive leader, energetic and engaging, with an upbeat disposition and a 'can do' approach. The Director of Development will lead with a hands-on approach with agency staff and volunteers, excited by and embracing change while promoting an agency culture of dignity, respect, and integrity to the Lower Fairfield County community.

RESPONSIBILITIES

Fundraising Strategy and Implementation:

- Develop and implement comprehensive fundraising strategies to secure financial support from individuals, foundations, corporations, and other funding sources.
- Lead major gift cultivation and solicitation efforts, including identifying, cultivating, and stewarding high-net-worth individuals and institutional donors.
- Develop and implement DVCC's planned giving strategy.
- Oversee the planning and execution of fundraising campaigns, events, and appeals to meet annual fundraising goals.
- Plan, support, and attend a variety of DVCC's events, including (but not limited to) annual luncheon, annual gala, donor appreciation events, third party events, and other fund raising, "friend- raising" events.
- In cooperation with the CEO and Board of Directors, manage any capital campaigns.

Donor Relations and Stewardship:

- Build and maintain strong relationships with donors, ensuring effective stewardship, recognition, and ongoing engagement.
- Plan and implement a robust and effective donor recognition and cultivation plan, including donor appreciation events.
- Implement donor-centric communication strategies to keep donors informed and connected with the organization's mission and impact.
- Develop strategies to expand the donor base and increase donor retention rates.

Leadership and Team Management:

- Act as main liaison to the Board of Directors for fundraising activities and manage the Development Committee.
- Together with the CEO and COO, establish the annual philanthropy budget and monitor progress against the budget.
- Provide strategic leadership and direction to the development team, fostering a culture of trust, collaboration, innovation, and high performance.
- Lead and oversee the development team and event committees.
- Prioritize and advance diversity, equity, and inclusion within the development team and across the organization.
- Ensure strong internal communications and the necessary systems, structures and processes are in place to support the organization's development objectives.
- Set clear goals and objectives for the team, monitor progress, and evaluate performance against key metrics.
- Mentor and develop staff, providing opportunities for professional growth and advancement within the organization.
- Implement recruitment and retention strategies to foster a supportive team in a positive environment.
- Work to institutionalize a culture of philanthropy across the organization.

Strategic Planning and Reporting:

- Collaborate with senior leadership to align fundraising and advancement strategies with organizational goals and priorities.
- Prepare regular reports and presentations for the CEO, Board of Directors, and other stakeholders on fundraising progress, donor engagement, and financial performance.
- Conduct ongoing analysis of fundraising data and market trends to identify opportunities for growth and improvement.

Development Operations and Infrastructure:

- Oversee the development and implementation of systems, processes, and infrastructure to support effective fundraising operations.
- Ensure compliance with legal and ethical standards related to fundraising practices, donor privacy, and financial accountability.
- Manage advancement budgets, resources, and expenditures in alignment with organizational priorities and financial targets.

Special Events:

- Coordinate all event logistics for DVCC's two annual fundraising events including event budgets, establishing timelines, invitation process, secure, monitor & support event committees, venue selection, acquiring permits, planning food and beverage, coordinating transportation, developing a theme, arranging for activities, selecting speakers and keynotes, finding awards, arranging for equipment and facilities, and post-event evaluation.
- Secure event sponsorships and program journal ad sales.
- Coordinate silent auctions for events.
- Maintain established relationships with existing donors by keeping them informed of upcoming events and current financial needs of DVCC.
- Create reports detailing fundraising progress and effectiveness of current and past campaigns.
- Utilize CRM and fundraising software, to manage ticketing, table seating, silent auction, and event revenue.
- Develop budgets for special events and monitor expenditures to ensure adherence to the budget.

QUALIFICATIONS

- A commitment to the mission and activities of DVCC.
- Demonstrated leadership skills, ability to manage and motivate staff towards a common goal, and ability to work effectively with senior leadership (including Board of Directors).
- A proven track record of success, innovation, and progressive accomplishments in fundraising with experience in all or most areas (annual, capital and endowment campaigns, major gifts, multi-year giving, and planned-giving).
- Experience with successful solicitations of individual donors to secure 5- and 6- figure gifts.
- Firm grasp of innovative and sophisticated fundraising tactics, including moves management, cultivation, stewardship and relational fundraising, event execution, creative campaigns, appeals and donor communications.
- Significant experience with board development and board member retention.
- Demonstrated ability to effectively create and implement a fundraising strategic plan and operation in cooperation with engaged lay leaders.
- A passionate and optimistic individual who inspires team members to find opportunities to make improvements and strive for excellence in execution of their plans.
- A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings, comfortable with public speaking.
- Outstanding organizational skills, with the ability to complete projects on a timely basis and to manage multiple priorities.
- Excellent people skills. Warm, honest, sense of humor, and kind in working with others.
- Ability to interact and engage comfortably with a wide variety of key constituents across the DVCC community.

- Knowledge of Microsoft Office Suite, and experience with Bloomerang is highly preferred.

PERSONAL CHARACTERISTICS

- Passion for the organization's mission and commitment to advancing its goals through philanthropy and community engagement.
- Proactive, innovative, and solutions oriented.
- Strong interpersonal skills with the ability to work effectively with diverse stakeholders.
- Ability to think creatively and strategically while managing day-to-day communications tasks.
- Adaptable to a fast-paced, evolving environment.
- Integrity, professionalism, and a strong sense of ethical responsibility in all aspects of fundraising and community relations.
- An innovative thinker with a proactive approach to problem-solving and a willingness to explore new strategies and opportunities.

COMPENSATION

DVCC offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is \$95,000-105,000 per year. Benefits include health, dental, vision, and supplemental insurance, a retirement plan with employer matching and generous paid time off. This is an in-person position with up to one day per week remote work optional.

EQUAL OPPORTUNITY EMPLOYER

DVCC is committed to creating a diverse, equitable, and inclusive environment. DVCC 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

Please submit a resume, a compelling letter of interest and two professional references via email. In your cover letter, please describe why you are interested in the Director of Development position at DVCC and how your skills and experiences align with the qualifications outlined above. All cover letters, references and resumes should be sent as **ONE PDF DOCUMENT** titled "**Last Name Letter Resume References**" to hr@dvccct.org. Please title emails as **DIRECTOR OF DEVELOPMENT SEARCH in the Subject Line**. Resumes will be accepted until the position is filled.