**Job Title:** Director of Development  
**Department:** Admin  
**Reports to:** Executive Director  
**Date:** 2-4-2020

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<th>WC Code:</th>
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|          | ☑ Full-time       | ☑ Exempt | ☑ Individual Contributor  
|          | ☐ Part-time       | ☐ Nonexempt | ☐ Supervisor/Manager (direct reports) |

**JOB SUMMARY**

The Homeless Alliance (HA) Director of Development is responsible for implementation of a strategic approach to fundraising to include major gifts, corporate and private foundation gifts, grant solicitation, special events, individual donors and in-kind donations. The Director of Development works under the oversight of the Executive Director and the Board of Directors Fund Development Committee. The exercise of discretion and independent judgment with respect to the fundraising activities meets the Administrative Exemption under 29 USC 213(a)(1).

**RESPONSIBILITIES**

- Collaborate with the Board of Directors, Fund Development Committee and Executive Director to structure and manage a fund development plan to support the strategic direction of the organization.
- Research and develop new funding opportunities.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Plan and manage opportunities for Executive Director to participate in fundraising activities.
- Research, prepare, and submit grant applications as outlined in the fund development plan and oversee grant reports.
- Prepare United Way applications, data prep and analysis.
- Oversee the planning and execution of special fundraising events.
- Identify solicit, acknowledge and steward corporate, community and individual prospects for the organization's fundraising priorities.
- Build and administer comprehensive donor database which collects and analyzes donor data while respecting the privacy and confidentiality of donors.
- Work with Executive Director, Fund Development Committee and Volunteer Coordinator to engage volunteers as potential donors.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
- Monitor fundraising expenses and recommend changes as necessary.
- Assist Director of Communications to develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Lead and participate in tours of the facility, agency presentations and speaking engagements for donors, prospects and members of the general public.

**REQUIREMENTS**

- Dedicated to end homelessness in Oklahoma City with a sense of urgency.
- Able to maintain a professional, customer service-oriented attitude at all times.
- Ability to excel in a diverse, collaborative team environment.
- Possess a high level of interpersonal skills to handle sensitive and/or confidential Homeless Alliance, client, donor, and employee information and situations.
- Able to multi-task and remain calm in demanding and unpredictable situations.
- Possess ability to understand various Homeless Alliance operations and procedures.
• Ability to meet face-to-face with homeless individuals of diverse backgrounds and disabilities, including physical, mental, substance abuse, HIV/AIDS, etc.; able to develop rapport, provide information, and refer with sensitivity to cultural issues.
• Ability to meet face-to-face with High Net Worth Individuals (HNWI), corporate, foundation and government officials and effectively communicate the mission, goals and funding needs of the Homeless Alliance.
• Display a high level of initiative, effort and commitment towards completing assignments efficiently.
• Bilingual a plus.

EDUCATION & WORK EXPERIENCE

• Bachelor’s degree.
• Minimum of three years’ experience in nonprofit fund development with proven track record of raising significant funds; holistic experience in all areas of fund development is preferred.
• Previous experience in human services fund development and/or working with at risk populations is preferred.
• Computer literate; donor database management experience as well as experience with Microsoft Office (Word, Excel, PPT), Outlook, Internet and social media, including Facebook, Instagram and Twitter.
• Excellent writing and communication skills.

PHYSICAL REQUIREMENTS

While performing duties of this job, the employee is regularly required to sit and work at a computer for long periods of time in an office environment and must be able to lift/move weight up to 25lbs. Employee is also required to accept incoming calls and must be able to hear and speak. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent perform the responsibilities and functions of the job efficiently. Must have the manual dexterity to manually operate and use a computer. The noise level is quiet to moderate; non-smoking environment. Will be exposed to odors and conditions common to poor hygiene and unsanitary living conditions.

Work Environment

The employee will work in an office and public, service-delivery environment. Hectic situations can occur in the public areas of the facility characteristic to working with the homeless community and the related concerns and situations related to homeless conditions. Potential exists for volatile and unpredictable situations to occur. May experience exposure to strong odors such as soiled clothes and poor hygiene.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

Apply

To apply, please e-mail cover letter and resume to Kinsey Crocker at kcrocker@homelessalliance.org.