



Position: Development Director

Reports to: President & CEO

Position Type: Full-time, Exempt

About Catherine's House:

Catherine's House is a 501(c)(3) organization. Our mission of mercy is to love and empower women and children who are homeless by providing them with safe, transitional housing as well as supportive programs and services that help them build self-sufficiency. Catherine's House was founded in 1992 as a ministry of the Sisters of Mercy, and is located in Belmont, NC. You can learn more about Catherine's House at www.catherineshouseinc.org.

Position Summary:

The Development Director (DD) is critical to the overall success of Catherine's House. The DD directs and manages all annual and long-range development activities to sustain the organization's operations and long-term stability. This position reports directly to the President & CEO and works closely with the President, Board of Directors (BOD), staff and volunteers. Above all the **Development Director** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and the Catherine's House, Inc.
2. Be comfortable with and respond positively to the diverse residents served by Catherine's House.
3. Maintain standards of confidentiality within and outside of Catherine's House and always assume a professional relationship in dealings with residents and program constituents.
4. Be flexible in order to meet the changing needs of Catherine's House and the residents who are served.
5. Be willing to work as a team member in the furtherance of the mission of Catherine's House.

Major Duties & Responsibilities:

- Directs and manages all development activities, including: annual giving, car raffle, special/major gift appeals, donor recognition, constituency building and cultivation as well as any special fundraising events.
- Develops annual development plan for approval by President & CEO and BOD, including a budget of revenues and expenses.
- Works as staff liaison to the organization's Development Committee.

- Knows and understands the Board of Directors/volunteers and develops and nurtures their fund development and public relations capabilities. Enlists and motivates board members and other volunteers to participate in fundraising activities and advocate for the organization and its programs.
- Responsible for managing fundraising database and for setting policy and procedures for Donor Perfect (fundraising database), including accurate recording of all monetary donations and the appropriate and timely expressions of appreciation.
- Oversees and assists in the development of marketing materials, publications, programs and activities that will increase the visibility of the organization and the issues affecting our constituents.
- Maintains and increases individual, corporate, foundation, civic and faith-based support (both cash and in-kind) by identifying and cultivating relationships with current and prospective donors.
- Plans and coordinates all grant seeking and sponsorship activities. Oversees the ongoing maintenance of these relationships with the help of appropriate staff, consultants, and volunteers.
- Develops and tracks reports for all fundraising efforts.
- Offers creative and active leadership for the organization at large.
- Other duties and responsibilities as needed.

Qualifications

- Bachelor's degree.
- 3-5 years of experience in fund development with demonstrated track record of fundraising accomplishments and understanding of fundraising principles is required, including experience in building an annual program, special events and corporate giving.
- Experience with donor identification, cultivation, recognition programs, annual fund coordination, direct mail, planned giving, event planning, strategic planning and budget development.
- Excellent written and oral communication skills.
- Strong analytical as well as sound time management and planning skills.
- Understanding of, and experience with, managing a fundraising database.
- Comfortable speaking publicly.
- Ability to take a lead and/or be assertive in meetings with staff, board, and volunteers.
- Ability to enlist assistance when needed and to work as part of a team
- Excellent computer skills necessary including MS Office Suite applications.
- Valid driver's license and insurance

Position Requirements

- While performing the duties of this job, the employee is regularly required to sit.
- Reasonable accommodations may be made to support individuals with disabilities.
- Occasional evening and weekend work will be a required part of the position.
- Travel may include trips to local meetings and occasional overnight travel to meetings or conferences.
- Proficiency with word processing, spreadsheets, email and/or presentation software.
- Ability to exercise independent judgment and reason objectively.
- Ability to communicate effectively in written and oral expression.

- Ability to document accurately, concisely and in a timely manner.
- Ability to handle a variety of duties.
- Must be able to lift, carry, push, pull or move objects (up to 20lbs.) when needed.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned this job classification. They are not to be interpreted as an all-inclusive list of all duties, skills, and responsibilities for this position.

**To apply, please send a cover letter and resume with the subject line: CH Development
Director to: humanresources@catherineshouseinc.org**

Catherine's House is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions at Catherine's House are made without regard to race, religion, gender, sex, national origin, disability status, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Catherine's House encourages all qualified candidates to apply. No phone calls please.

Note that only those candidates invited for screening will be contacted.