



Position Description: Development & Communications Director

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Development & Communications Director position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends. The DCD reports to the Executive Director (ED).

Responsibilities:

1. *Major Gifts (50%)*
 - Develop the Center's Major Gifts Program, including research, prospect identification, case development, and relationship building.
 - Identify, cultivate, solicit, and steward individual donors, corporate donors, private groups, and foundations.
 - Coordinate fundraising efforts for the Center's ongoing capital campaign.
2. *Fundraising & Special Events*
 - Oversee fundraising strategies, mailed and emailed solicitations, promotion of planned giving opportunities, and web-based options for giving.
 - Oversee Annual Holiday Auction and other special events, with delegation of tasks to the Development & Administrative Coordinator, Board of Directors, interns, and volunteers as appropriate.
 - Manage the donor database and oversee staff responsible for data entry and gift processing.
 - Assist the Executive Director with grant management.
 - Engage staff, Board of Directors, and other volunteers in development efforts.
 - Serve as a staff representative on the Board of Directors' Fundraising Committee.
3. *Communications & Marketing*
 - Oversee agency communication efforts.
 - Manage the agency's website, ensuring that information is current and accessible.
 - Coordinate the creation of program and development fliers, brochures, invitations, and other projects requiring graphic design assistance.
4. *Budgeting & Nonprofit Management*
 - Work with staff, Finance Committee, and Fundraising Committee to develop and implement a budget for development activities.
 - Work with administrative staff to develop the agency's annual budget.

5. *Supervision*
 - Provide direct supervision of the Development & Administrative Coordinator.
 - Supervise development interns and volunteers.

6. *General Responsibilities*
 - Accomplish other projects as determined by the Executive Director.
 - Work as a team member in order to achieve the mission of the Center.
 - Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Minimum of a Bachelor's degree
2. At least 3-5 years fundraising experience in a nonprofit setting
3. Demonstrated effectiveness in major gifts programs
4. Excellent oral and written communication skills
5. Strong organizational, analytical, and problem-solving skills
6. Demonstrated effectiveness in supervising staff and/or volunteers
7. Ability to work independently and as part of a team
8. Experience working with people from diverse backgrounds
9. Demonstration of cultural awareness, sensitivity, and competency
10. Comfort speaking about the issue of sexual violence

Qualifications Preferred:

1. Demonstrated effectiveness in fundraising via a capital campaign
2. Knowledgeable about community resources
3. Graphic design skills including familiarity with Adobe CC
4. Experience in utilizing databases to track and/or retrieve information

Salary: Dependent upon education and experience. Hiring range: \$40,000-\$53,000.

Benefits: Health, life, and dental insurance; retirement investment plan; generous leave package

The Orange County Rape Crisis Center values diversity and we welcome and encourage applicants from diverse racial groups, sexual orientations, national origins, religions, ages, and disability statuses.