



## **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.

### **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*

- Serve as the direct supervisor for 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
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

In addition, an ideal candidate would want to work in an agency that values professionalism and sustainability. This person would have a high level of awareness of self and others, strong interpersonal skills, and the ability to handle conflict with grace. Though experience in anti-sexual violence work is not required, this person should be open to learning about the subject and have a demonstrated commitment to growing the Center's anti-oppression efforts.

*Reports to:* The Executive Director of the Orange County Rape Crisis Center

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

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