



Orange County Rape Crisis Center

Support. Education. Advocacy.

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. Leadership and Management

- Supervise and motivate Development Coordinator and Communications Coordinator.
- Set and track progress toward annual goals for both development and communications.
- Define strategy, tone, voice and language of development and communications materials.
- Provide guidance and support to team on content development and community relations.
- Coordinate collaboration between the Development Committee of the Board of Directors and the Development and Communications staff.
- Supervise development interns and volunteers.

2. Donor Stewardship

- 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.
- Develop strategic plan for giving levels and niche giving opportunities to diversify major donor pool.
- Collaborate with the Executive Director to coordinate fundraising efforts for the Center's ongoing capital campaign.
- Assist the Executive Director with grant solicitation and relationship development with grant funders.
- Identify and apply for private foundation grants.

3. 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 Coordinator, Communications Coordinator, Board of Directors, interns, and volunteers as appropriate.
- Manage the donor database and oversee staff responsible for data entry and gift processing.

- Engage staff, Board of Directors, and other volunteers in development efforts.
- Serve as a staff representative on the Board of Directors' Fundraising Committee.

4. *Communications & Marketing*

- Oversee agency communication efforts to ensure all public messaging represents the interests and brand of the Center.
- Oversee management of the agency's website and integrated social media platforms, ensuring that information is current, accessible, and reflective of Center strategy.
- Oversee the creation of program and development fliers, brochures, invitations, and other projects requiring graphic design assistance.

5. *Agency Leadership*

- Work closely with the Executive Director, bringing programmatic issues and needs to their attention regularly.
- Work closely with agency Directors to ensure cross-team communication and collaboration in the execution of the agency's mission, vision, values and strategic plan.
- Assist in the agency's efforts to maintain a positive climate for staff, volunteers and clients by monitoring and addressing issues as needed in Director's Meetings.
- Represent the agency in the absence of the Executive Director; work with staff and the Board of Directors to maintain agency operations.
- 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.

6. *General Responsibilities*

- Complete any other tasks and trainings deemed necessary by the Executive Director.
- Work as a team member in order to achieve the mission of the Center.
- Maintain appropriate standards of confidentiality.

7. *Special Responsibilities*

- In accordance with the agency's emergency plans, the DCD may be requested to complete some duties of the Executive Director in the event of a vacancy or short-term absence in the ED position. At said time, additional compensation may be negotiated.

Qualifications Required:

1. At least 3-5 years fundraising experience in a nonprofit setting
2. Demonstrated effectiveness in major gifts programs
3. Excellent oral and written communication skills
4. Strong organizational, analytical, and problem-solving skills
5. Demonstrated effectiveness in supervising staff and/or volunteers
6. Ability to work independently and as part of a team
7. Experience working with people from diverse backgrounds
8. Demonstrated commitment to advancing racial equity and social justice
9. 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: \$45,000-\$53,000.

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