**RUTH ELLIS CENTER**  
**DIRECTOR OF DEVELOPMENT AND ADVANCEMENT**  
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Exempt</th>
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<tbody>
<tr>
<td>Job Status:</td>
<td>Full Time (1.0 FTE)</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>$58,000 - $88,000 per year</td>
</tr>
<tr>
<td>Rev. Date:</td>
<td>October 1, 2018</td>
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<tr>
<td>Department:</td>
<td>DV - Development</td>
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<tr>
<td>Reports To:</td>
<td>Executive Director</td>
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<tr>
<td>EDF Classification:</td>
<td>Director</td>
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**JOB SUMMARY:**
The Director of Development and Advancement leads the Development Department and works closely with the Executive Director and Board of Directors to oversee and manage all aspects of the Ruth Ellis Center’s development program. The Director is responsible for developing and implementing a comprehensive and results-orientated development plan that includes traditional and innovative strategies. Key components of this plan include goals, strategies, and timetables for annual fundraising, major gifts, campaign gifts, events, planned giving, and prospecting and tactics to build key relationships with families, individuals, corporations, and foundation leaders.

**ESSENTIAL FUNCTIONS:**
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and implement short and long-term development plan to meet established strategic objectives. This includes strategic initiatives for securing major gifts, annual events and appeals, corporate and foundation grants, defining a culture of philanthropy, cultivation events, and developing new approaches to grow the agency’s donor base.
2. Provide daily management of development staff, including establishing annual goals, providing regular supervision, regular evaluation, appropriate recognition, and support ongoing professional development opportunities.
3. Serve as the campaign director and provide direct daily management of specifically focused initiatives to secure major gifts, and leadership gifts in support of campaign goals.
4. Develop and maintain communication strategies for agency, and appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials.
5. Clearly articulate and promote a culture of philanthropy and build opportunities to create and sustain a culture that understands the relationship between philanthropy and agency’s services.
6. Oversee the management of gift processing, donor acknowledgement, donor database, and financial reporting. Manages accompanying information systems.
7. Manages prospect research and cultivation with special emphasis on pursuing strategies to secure or increase giving from donors.
8. Develop strategies for existing donors to effectively move them through a meaningful cycle of giving.

9. Meets regularly with the Executive Director and Chief Financial Officer regarding program goals and initiatives, and routinely reports to the Board of Directors and appropriate committees.

10. Attends events and activities and fosters significant pride and excitement for fundraising efforts.

11. Participates in leadership team meetings and attends other meetings and seminars.

COMPETENCIES:

☒Continual Learning
☒Customer Service
☒Flexibility
☒Integrity
☒Interpersonal Skills
☒Communication (written and oral)
☒Problem Solving
☒Public Service
☒Motivation
☒Resilience
☒Decisiveness
☒Negotiation
☒Team Building
☒Technical Credibility
☒Accountability
☒Conflict Management
☒Developing Others
☒Human Capital
☒Management
☒Cultural Competency (LGBTQ)
☒Leveraging Diversity
☒Creativity & Innovation
☒Financial Management
☒Partnersing
☒Political Savvy
☒Strategic Thinking
☒Technology Management
☐Entrepreneurship
☐Vision

SUPERVISORY RESPONSIBILITY: This position has two (2) direct reports, and zero (0) indirect reports. The positions that report to this person are:

- Senior Development Associate
- Community Engagement Manager

WORK ENVIRONMENT:
This job operates in a variety of professional and community environments including but not limited to office environments, community and partner agencies, and youth spaces. This role routinely uses standard office equipment such as computers, phone, photocopiers, filing cabinets, and fax machines. The noise level in the work environment and job sites may be loud.

PHYSICAL DEMANDS:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

☒Talk and/or hear
☒Stand
Walk ☒
Climb a ladder ☐
Use hands to finger, handle, or feel ☒
Reach with hands and arms ☐
Squat while holding weight ☐
Push and/or pull up to 50 lbs ☒
Lift and or move objects up to:
10 lbs ☐
25 lbs ☐
50 lbs ☒

POSITION TYPE / EXPECTED HOURS OF WORK:
This is a full time, permanent position. The position has some flexibility in scheduling for meetings and other requirements. Some evening and weekend hours may be required to meet the duties of this position. The schedule is generally as follows:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>-- --</td>
<td>9:00A – 5:00P</td>
<td>9:00A – 5:00P</td>
<td>9:00A – 5:00P</td>
<td>9:00A – 5:00P</td>
<td>9:00A – 5:00P</td>
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TRAVEL:
This position requires local travel to complete errands and duties as assigned. In-state and national travel may be required up to 5% of the time. The employee must have a valid driver license approved for airline travel.

REQUIRED EDUCATION AND EXPERIENCE:
1. Bachelor’s Degree or the equivalent combination of education and experience.
2. Five (5) to Seven (7) years’ experience in non-profit fundraising with increasing responsibility.
3. Excellent managerial skills including at least two (2) years’ experience managing successful development staff.
4. Working knowledge of best practices, trends in development, fundraising tools and technology, email and online campaigns, and donor research.
5. Proven track record of fundraising success, through the management of successful campaigns, obtaining major gifts, and engaging a community of motivated supporters.
6. Extreme discretion, attention to detail, and commitment to excellence.
7. Experience with Microsoft Office, Donor Perfect, and Google Suite Software.

PREFERRED EDUCATION AND EXPERIENCE:
1. Master’s Degree
2. LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Questioning) cultural and diversity competency.
3. Familiarity with the Ruth Ellis Center’s principals of work (trauma informed care, harm reduction, restorative justice, and positive youth development).

ADDITIONAL ELIGIBILITY QUALIFICATION:
None required for this position.

WORK AUTHORIZATION / SECURITY CLEARANCE:
1. Must be able to pass a criminal background check as outlined by agency policy.
2. Have no record on the Central Registry for child abuse or neglect in the employee’s state of residency or employment.
3. Be able to produce a non-reactive tuberculosis test from within the previous twelve (12) months.

**EEO STATEMENT:**
The Ruth Ellis Center is an equal opportunity employer and makes employment decisions on the basis of merit. The agency does not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, age, disability as protected by federal, state, and local laws, genetic information, or any other characteristic that is protected by law.

**OTHER DUTIES:**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities, may change at any time with or without notice.

**SIGNATURES:**
This job description has been approved by all levels of management:

<table>
<thead>
<tr>
<th>Approval:</th>
<th>Employee Experience</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td>Approval:</td>
<td>Executive Director</td>
<td>Date:</td>
</tr>
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</table>

The employee signature below confirms the employee understands the requirements, essential functions, and duties of this position.

| Approval: | Title: Director of Development and Advancement | Date: |