**Director of Development**

**Summary of Position:** The Director of Development is responsible for the cultivation of revenue streams for fund raising while furthering the overall mission of Homeward. In addition, the Director of Development ensures implementation of appropriate systems and processes for donor management, research and cultivation, gift processing, and recognition. This position is responsible for individual giving as well as the development of grant proposals.

**Reports to:** The Director of Development reports to the Executive Director and is a member of the leadership team.

**Duties and Responsibilities:**

- Foster a culture of philanthropy at Homeward.
- Work with the Executive Director and staff to facilitate long and short-range strategies and plans to increase and sustain financial support for the organization.
- Develop an active portfolio of principal gift prospects.
- Maintain a range of highly confidential information.
- Work with the leadership team to align fundraising plans with those of other departments.
- Plan manage and coordinate donor cultivation plans.
- Ensure gift processing occurs on a timely basis.
- Promote and support the Development committee of the Board of Directors.
- Work with the Executive Director and the leadership team to provide complete and accurate activity reports, revenue forecasts, and data analytics, as well as updates on philanthropic cultivation of individuals, foundations, corporations, and government funding sources.
- Plan and implement strategic donor and cultivation events and materials.
- Create and monitor development budget

**Knowledge, Skills, and Abilities:**

- A passionate, enthusiastic commitment to Homeward’s mission of ending homelessness throughout Homeward’s service area.
- A minimum of 5 years of related fundraising experience.
- Goal orientation and experience using data to drive decision-making.
- Proven ability to establish productive, long term relationships with senior leadership, staff, boards, volunteers, and donors.
- A high degree of accuracy and superb judgement as it relates to the use of confidential information.
- Ability to interact effectively with individuals of diverse backgrounds, experiences and personalities.
- Strong problem-solving skills and the ability to multi-task.

Homeward is an equal opportunity employer and we are committed to increasing and enhancing the diversity of our professional team. **Competitive benefits package. Salary range:** $65,000 - $75,000.

To apply, please send your resume and a letter of interest to jobs@homewardva.org. For more information on Homeward and the Greater Richmond Continuum of Care, please visit www.homewardva.org and www.endhomelessnessrva.org.