

Central Iowa Shelter & Services Employment Opportunity

Position Title: Director of Development

Schedule: Monday – Friday; evenings and weekends as needed

Classification: Full-Time, Exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$55,000 - \$75,000 per year | **Pay Level:** IV

Reports to: Chief Executive Officer

Travel Requirements: Travel within the community as needed

Position Overview:

The Director of Development is accountable for leading the major gifts, fundraising and volunteer strategies while cultivating relationships, ensuring stewardship of organizational resources, and supporting the mission and vision of Central Iowa Shelter & Services (CISS). As a collaborative member of the Leadership Team, this individual will work closely with other members of the organization and external stakeholders to create seamless organizational alignment with defined development strategies & programs. An ideal candidate would be a highly organized strategic thinker and skilled learner committed to ensuring a high level of leadership, accountability, and proven effectiveness in fundraising.

Duties and Responsibilities include:

- Develop sponsorships/business arrangements and relationships with businesses, individuals, schools and other organizations interested in supporting CISS' general operations, volunteer and program areas.
- Develop and implement a comprehensive and innovative volunteer outreach plan targeting individual, private, corporate, school and other organizations.
- Work collaboratively and seamlessly with staff to identify new potential foundation, individual, private, corporate, school and other organization partners.
- Assist in production of special events.
- Serve as an ambassador of the mission of CISS in the interaction with current and potential partners.
- Manage donations and ensure proper procedure is being followed by all staff utilizing the CISS donation policy.
- Identifies, creates, implements, and tracks agreed upon goals, strategies, and success metrics.
- Constantly cultivates, engages, educates, and inspires donors and non-donors, corporate contacts and community leaders.
- Conducts ongoing research and data analysis in identifying potential new donor channels.
- Provides oversight and management of the Volunteer & Donations Coordinator.
- Develop, create and implement Major Gifts communications, engagements and event schedules in collaborates with Volunteer and Donations Coordinator and Marketing team.

- Consistently gathers, records, and manages information in Bloomerang Donor Database and Data Scorecard to ensure optimal accuracy and compliance.
- Proudly and professionally represent the CISS community initiatives and speaking engagements, as needed.
- Represent department as needed on strategic cross-functional teams.
- Learn and grow professionally through various avenues, but not limited to online courses, in-person classes, seminars, conferences, books, etc.
- Assist with the compilation and completion of: annual reports, appeals and capital campaign reporting.
- Assist with grant writing and reporting
- All other duties as assigned

Qualifications:

- Understanding a robust volunteer engagement capability is key to growing a donor base.
- Strong critical thinking, analytical and problem-solving skills
- Must have a valid, in-state driver's license
- Advance computer skills and proficiency in Microsoft Office
- Organized and detail-oriented
- Demonstrated ability to manage operating costs in accordance with budgets
- Considerable knowledge of the mission, objectives, policies, programs and procedures of CISS.
- Technical and numeric aptitude
- Excellent time management skills, attention to detail and, high energy with focus to complete tasks on time.
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Education and Experience:

- Bachelor's degree in Business Management or Marketing Communications
- 3 years' experience in development or comparable fund-raising experience.
- Proven success in meeting and exceeding performance goals.
- Appreciation and the ability for fundraising, and special event experience
- Experience working in a team environment with proven leadership skills

Physical requirements and work environment:

- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand and walk.
- Work will be performed either in an office environment or in the field.
- Must be willing to travel as needed to perform job requirements.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Benefits:

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

