

# Working Against Violence, Inc.

## Position Description

**Title:** Development Director  
**Reports To:** Executive Director of Operations  
**Supervises:** Volunteers  
**Status:** Full-time, Exempt

**Qualifications:** Bachelor's Degree required Master's Degree preferred in social work or related field, 3-5 years' experience in leadership and/or community relations. Experience with direct supervision of staff preferred.

### Recommended Skills:

- Excellent written and verbal communication skills
- Strong interpersonal skills; evidence of excellent long-term relationship-building
- Self-starter with the ability to prioritize and juggle multiple projects and deadlines simultaneously
- Outstanding problem-solver; flexible and adaptable to change
- Strategic thinker, able to communicate and implement the vision/plan for the growth of the organization  
Strong computer skills, including demonstrated experience with Microsoft Word, Outlook, Excel and Publisher
- Proven experience with the creation, printing and distribution of printed materials
- Knowledge of and ability to maintain databases
- Ability to foster excellent community relations and representation through activities and participation in meetings and special events

### **Duties and Responsibilities:**

- Perform duties on a consistent and regular basis.

### Community Outreach

- Create and maintain partnerships that provide outreach and information to a variety of community groups that includes underserved populations.
- Attend community meetings as directed by the Executive Director of Operations.
- Coordinate all media outreach to include timely publishing of organization information, such as press releases, brochures, and other materials.
- Assess and direct community communications such as “needs” / food drives and general requests for information.
- Build and sustain online communities to increase WAVI's community profile.
- Ensure consistent framing of messages to the community.

### Volunteers

- Implement and maintain volunteer program.
- Assess organizational volunteer needs.
- Coordinate the recruitment, placement, training and scheduling of volunteers.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Maintains and updates records on all volunteers.

- Develops and implements a volunteer recognition program.

#### Fund Development

- Actively cultivate relationships and opportunities with a broad spectrum of corporations, public and private grant funders and individual contributors.
- Identify and participate, as directed, in writing of foundation, federal, state and local grants.
- Manage special fundraising events.
- Assist the Board, staff and volunteers in outreach and fund development activities.
- Develop and implement a measurable annual development plan in collaboration with the Executive Director of Operations.
- Participate as a member of the Leadership Team.

#### **Agency Atmosphere:**

- At all times maintain complete confidentiality of client and staff information
- Attend all required staff meetings
- Display open, honest and ethical method of communication with co-workers and supervisor
- Represent the agency in a positive and professional manner
- Seek out professional training experience that will enhance the quality of work performed

#### **Physical Requirements:**

The physical demands described 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 sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.