JOB TITLE: **DIRECTOR OF DEVELOPMENT**
DEPARTMENT: ADMINISTRATION
CLASSIFICATION: EXEMPT; FULL TIME; HYBRID
SALARY RANGE: $100,000 - $110,000 (BASED ON QUALIFICATIONS & EXPERIENCE)

SUMMARY

Help us meet the needs of our growing organization and community! TurnAround's mission is to educate, advocate for, and empower all people impacted by intimate partner violence, sexual violence, and human trafficking. We provide direct services and community education throughout Greater Baltimore, guided by our core values of empathy, empowerment, and community. The **Director of Development** reports to the Chief Communications Officer and will spearhead development efforts and is responsible for ensuring the agency has the resources needed to offer high quality, free services. The Director will supervise the Development Coordinator.

This is a full-time position. In person meetings and events are required, primarily in the Central Maryland area. Some evening and weekend work is required.

JOB RESPONSIBILITIES

- Implement a robust development plan which increases revenue to support the strategic direction of the organization. This will include managing an aggressive capital campaign while securing sustainable funding for the organization's core operations, in partnership with the executive team.
- Performs ongoing analysis and revenue benchmarking to evaluate overall growth and progress towards fundraising goals. Provides regular reports to Executive Team.
- Cultivate diverse, impactful donor relationships, including individual, corporate, and foundation donors. Coordinate and execute major gift solicitations.
- Create compelling offers, proposals, and asks based on donor interests and passion for specific aspects of the mission.
- Lead the creation and implementation of new donor recognition and stewardship activities.
- Spearhead all fundraising events, working with community partners, vendors, other staff and Board of Directors to ensure success.
- Collaborate across teams internally to understand the needs of our programs and work with executive team to identify resources to meet the needs.
- Collaborate with the Communications Team to increase visibility of the agency among prospective donors.
- Develop a planned giving program and campaign.
- Provide strong, supportive management and supervision for staff. Implement policies and procedures and ensure all team goals are met, including fundraising goals and deadlines,

maintaining accurate and detailed records in the agency database ensuring timely donor acknowledgement/gift processing, monitoring compliance with all regulations and reporting, and maintaining ethical standards in fundraising.
- Represent the agency and raise awareness of our mission in a professional and positive manner.

SKILLS REQUIRED

- Bachelor's degree in related field; or equivalent combination of experience, education, and training that would provide the level of knowledge and ability necessary to be successful in this position.
- At least 5 years of development experience, major gifts fundraising strongly preferred.
- Demonstrated experience in cultivating and securing prospects capable of five and six-figure gifts.
- At least 3 years of management experience required, 5 preferred.
- Excellent writing skills.
- Highly self-motivated, able to work independently.
- Highly organized.
- Detail-oriented.
- Excellent communication skills.
- Strong computer skills including comfort with navigating various programs, such as donor databases.
- Desire for professional growth and enthusiasm for the organization's mission and values.