
Director of Development

Job Description

Wayside House, Inc. seeks an adaptable, articulate and highly motivated Full-Time Director of Development. Working alongside a multidisciplinary team of professionals, the Director of Development will provide support to the CEO to maintain and expand funding from current funding partners including, private foundations, as well as to develop new sources of income from individuals, events, and governmental grants, among others.

Major Duties & Responsibilities: Under the primary supervision of the CEO, the Director of Development will be responsible for the following tasks:

- Engage in research to identify new individual, foundation, and government prospects.
- Track/monitor, maintain and expand funding database.
- Evaluate marketing options.
- Develop, coordinate, maintain, and implement the annual fundraising plan.
- Write fundraising letters; maintaining regular correspondence with foundations, donors, and board members; overseeing mailings.
- Develop appropriate content for marketing and branding (e.g. website, brochures, social media platforms, newsletters, promotional items, etc.)
- Plan events.
- In consultation with program staff and the CEO, prepare drafts of reports.
- Supervise the daily operations of the Development Department
- Other duties as assigned

Duties include working on special events, database management and assisting in grant writing and reporting. This position requires strong organizational skills and an ability to prioritize as well as multitask.

Requirements & Qualifications:

Potential candidates must be in possession of a bachelor's degree in social services, non-profit management, public health administration or another related field. Candidates must also have the following:

- Minimum of 4-5 years fundraising experience with significant, donor cultivating skills, foundation and major donor fundraising experience.
- Experience managing a successful annual fund.
- Experience working with Volunteer Boards and Committees.
- Excellent research skills, organizational skills and strong attention to detail.
- Technological Proficiency in standard word processing, spreadsheet and database software applications (e.g. Microsoft Office: Excel, Word, Publisher, Power Point) and with fundraising databases.
- Strong time management skills with the ability to work independently with little supervision.

Additional Qualifications:

The ideal candidate will have the following qualifications:

- Experience with donor tracking software and database
- Familiarity with human services, healthcare, mental health and addiction, education, and/or development issues; familiarity with innovative fundraising and marketing strategies
- Ability to develop and manage budgets and prepare financial reports
- Interest, enthusiasm, and affinity for fundraising and working with people
- Preferably a member of a fundraising professional organization
- Ability to prioritize and manage multiple and varied projects
- Able to set and achieve goals
- Ability to use personal, insured vehicle for work assignments
- Ability to attend evening and weekend meetings and events
- Ability to maintain strict client confidentiality with Title 42, CFR, Part 2
- Ability to maintain strict confidentiality with all proprietary information of the organization
- Excellent written and verbal communication skills
- Excellent interpersonal and intercultural communication skills

Preferred Qualifications: (In addition to above)

Bachelor's degree in social services, non-profit management, public health administration or another related field. Knowledge of the behavioral health/substance abuse treatment industry is a plus. Experience with grant writing, preferably in the nonprofit sector (e.g. development office) is preferred.

Candidates must be willing to conduct a background screening (e.g. local and level II background screen-to include driving history, drug screen, etc.) and ability to use personal, insured vehicle for work assignments.

Send resume to April Strong at Astrong@waysidehouse.net