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**NEXT DOOR  
SOLUTIONS TO  
DOMESTIC VIOLENCE**

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**Job Description**

**Job Title:** Director of Development  
**Reports to:** Executive Director  
**Department:** Development

*Next Door, Solutions of Domestic Violence is a nonprofit organization located in San Jose. Our mission is to end domestic violence in the moment and for all time. Since 1974, Next Door has been providing critical intervention and prevention services to domestic violence survivors and their children. Next Door Solutions is a community leader, known for its advocacy orientation to achieve its mission of ending domestic violence in the moment and for all time. Although the leading local agency in its field, Next Door Solutions hasn't lost its grass-roots legacy and "roll up your sleeves" culture. Next Door Solutions is an equal opportunity employer committed to developing the leadership skills of people from diverse backgrounds.*

**Summary of job duties:**

As an integral member of the senior management team, the Director of Development is responsible for planning, directing, evaluating, providing leadership to all fundraising and communication efforts. The Director of Development must be an experienced professional leader who exemplifies a strong sense of teamwork. S/he will be expected to work with the Executive Director to build long term relationships with donors as well as lead and execute on the fundraising strategy for the organization, thereby increasing funding for the organization. S/he will guide the Board, staff and volunteers to institutionalize Next Door Solutions' core fund development practices and donor-centric message to secure charitable contributions. At Next Door, this is a very "doing" not delegating position.

**Responsibilities:**

Contributions & Communications:

- Develop, manage and solicit an active portfolio of current and prospective donors at the \$1,000 and above giving level, ensuring they are engaged in supporting the organization.
- Consistently increase annual revenue in major gifts by at least 10%, with an annual gift renewal rate of at least 75%.
- With team, plan and implement marketing and communications strategies for major gifts solicitation.

- Develop and manage a comprehensive corporate giving/engagement program with current and prospective businesses.
- With team, develop and implement marketing and communications strategies for corporate partnerships.
- Create and foster a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program including cultivation and communications.
- Serve as an organizational ambassador and represent Next Door Solutions to donors, prospects, and volunteers.
- Together with team, work to develop comprehensive marketing and communications strategies; ensures that strategies are implemented across all fund development functions; and evaluate effectiveness of strategies.
- Create an annual comprehensive development plan with the fund development team and senior leadership, building on institutionalized core practices and weaving donor centric mission and values throughout to achieve goals and objectives. Annual plan should contain easily accessible calendar of development activities and budget for activities to achieve goals (as appropriate).
- Plan and implement major donor-related stewardship and cultivation events and activities.

#### Leadership & Management:

- Oversee and manage development staff utilizing the organization's facilitative leadership approach.
- Establish work performance standard and procedures for ongoing staff progress reviews, evaluation and feedback.
- Participate with Executive Director, senior staff, and board in ensuring the integration of the organization's values, mission, and vision into fundraising and ensuring organizational health and effectiveness.
- Provide vital input in short- and long-term strategic and operational planning and positioning within the organization.
- Develop fund development budget with the Director of Finance and Operations annually.
- Help identify, cultivate, recruit, develop, and evaluate volunteers. Assure proper training and placement, supervision and evaluation, recognition, thanking and releasing as necessary.

#### **Qualifications:**

- Eight years (minimum) broad fund raising experience including, annual fund, direct marketing, special events, major gifts, planned gifts, foundation and corporate gifts.
- Demonstrated success in raising significant capital annually from both individual and corporate sources.
- Demonstrated ability to create teams within department and holistically.
- Experience managing a budget of \$1 million+.
- Knowledge of Santa Clara County funders preferred.
- BA/BS degree.

**Performance expectations:**

- Value and build solid team work both within fund development department and across silos in organization.
- Translate broad goals into achievable steps. Implement these steps to meet or exceed annual goals and objectives.
- Handle detailed, complex concepts and problems and present ideas and solutions for meeting goals and objectives and meeting challenges.
- Plan and implement fund development programs.
- Establish strong and appropriate relationships with executive leadership team, staff, board, volunteers, donors and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of the fund development department and the organization.
- Demonstrate initiative.
- Relish working as a team player with both members of the fund development team and other staff members and volunteers.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.