



Compass Center for Women and Families Development Director Position Description

Hours: Full-time; exempt from FLSA. Some evening and weekend hours may be required.

Benefits: Compass Center provides 100% employer sponsored medical, dental and vision benefits; paid time off; holidays; and additional benefits.

Salary Range: \$52,000-\$60,000 annually

[Compass Center](#) seeks a skilled and energetic Development Director with a proven record of fundraising success and a passion for improving the Orange County community. Located in Chapel Hill, NC, Compass Center serves more than 6,000 clients annually with services encompassing career and financial education, domestic violence crisis and prevention services, legal resources, and youth sexual health education. The successful candidate will bring strong fundraising skills that promote the stability and growth of Compass Center's mission to help all people navigate their journeys to self-sufficiency, safety, and health.

About [Compass Center](#)

Compass Center was created by the 2012 merger of The Women's Center and the Family Violence Prevention Center to promote gender equity through a blend of empowerment resources and services. As a result, we offer services to all people in a welcoming, safe and confidential environment.

Our core services:

Education programs that include, but are not limited to, sexual health programming and empowerment programs related to safe relationships. This program is offered in middle school health classes and as community education for adults as a strategy for domestic violence prevention.

Domestic violence services that include a 24-hour Crisis Hotline, crisis counseling and safety planning, short-term emergency housing, Domestic Violence Protective Orders assistance, civil and criminal court accompaniment, and advocacy as well as support groups with childcare.

Self Sufficiency services that include personalized career and financial counseling and workshops, legal information, and referral services that provide support and information.

Volunteer program. Currently a dedicated team of more than 200 volunteers support the facilitation of self-sufficiency and financial literacy courses, provide support for legal and court issues, and ensure that the Domestic Violence Hotline is available 24 hours a day.

The Development Director reports to the Executive Director, supervises a Development and Communications Coordinator, Interns, and volunteers. The Development Director is an integral member of the staff Leadership Team (Associate Director, Crisis Programs;

Associate Director, Stability Programs; and Grants Director) who collectively manage 23 staff members.

The 2021 annual budget was \$2 million, representing 39.52% in government grants, 22.98% in corporate and foundation grants, 8.51% in private grants, 3.82% in individual philanthropic giving, and 25.71% from other sources. In June 2021 Compass Center successfully completed a \$1 million *Safe Homes, New Lives Campaign* to provide scattered-site emergency housing for survivors of domestic violence and their children.

Key Functions

The new Development Director will join a team of passionate professionals and volunteers. The successful candidate will bring to the team a spirit of inclusion, integrity and transparency; proven fundraising expertise; a strategic and collaborative management style; and a drive to understand the needs of the individuals and communities that Compass Center serves.

The Development Director oversees initiatives to strengthen the financial stability of Compass Center through ongoing long- and short-term goals and work plans for a comprehensive fund-raising program. The Director of Development plans and directs all non-governmental fundraising activities including individual donations, major gifts, special events, corporate giving, foundation grants and other fundraising opportunities and actively engages in strategic planning and organizational decision making. The Development Director develops and maintains active and productive relationships with board members, donors, staff and volunteers. The Development Director will have a highly qualified Grants Director who manages all governmental grant applications and reports.

The Development Director works with and supervises a Development and Communications Coordinator and student interns to ensure that the Center develops and follows an integrated communications plan that supports all areas of the organization.

Responsibilities

Fundraising

Develops and executes annual fundraising plan and special events.

Manages all strategies and activities for donor cultivation, solicitation, and stewardship.

Works with Executive Director to build relationships with and develop proposals for major gifts from individuals, foundations and corporations.

Creates and executes a strategy to significantly expand the base of annual individual donors.

Develops major gifts, corporate giving, planned giving programs.

Pursues new and innovative revenue streams for the organization.

Board Relations

Works with the Development Committee of the Board of Directors and the Executive Director to develop strategies to initiate and meet short-and long-term fundraising goals.

Works closely with Development Chair of the Board of Directors to maximize skill sets of board members related to community outreach, donor cultivation and expanding the donor base at all gift levels.

Assists the recruitment, orientation, and development education of board members. Provides timely and accurate reports to the Executive Director and board committees; attends board meetings.

Development Office Infrastructure

Coordinates office systems to support all development projects and operation

Manages donor tracking and gift record-keeping.

Coordinates development research activities.

Oversees the management of databases and all records, files, and gift processing.

Manages the donor acknowledgement programs.

Special Events

Plans, oversees and executes all agency special events related to development.

Establishes and oversees duties of all planning sub-committees for special events.

Works with Executive Director, committees and board members to determine underwriting campaigns and goals.

Works with Executive Director to determine budgets for special events and projects.

Manages vendor relationships and communications with appropriate parties as related to special events.

Public Relations, Marketing, and Advertising

Supervises the Development and Communications Coordinator and student interns, who manage Compass Center's public communications including the website and social media.

Works with board/volunteer committees, the Executive Director and Development and Communications Coordinator to increase public awareness of Compass Center's impact, cultivate and expand donor networks and promote opportunities for resources to be directed to the organization.

Ensures quality production of all development-related publications and communications.

Qualifications

5+ years' experience in nonprofit fundraising or relevant sales positions.

Bachelor's degree preferred.

Strong knowledge of fundraising strategies and best practices, donor cultivation, solicitation,

Proven history of donor stewardship and successful event planning.

Demonstrated ability to grow an unrestricted giving program, in both dollars and participants.

Experience managing major gifts and planned giving programs.

Demonstrated excellence in organizational and managerial skills.

Working knowledge of corporate fundraising, family and private foundations and grant writing.

Excellent written, verbal and interpersonal communications skills and the ability to work effectively with and appreciate people of all lived experiences.

Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook), fundraising databases (familiarity with Network for Good highly desirable), and social media/e-communications.

Interest in economic self-sufficiency and interpersonal violence prevention issues.

We actively encourage diverse candidates to apply. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, veteran status or lived experience.

To apply, please send a cover letter, resume, professional references and a writing sample as a Word or PDF attachment to director@compassctr.org. Please include the job title in the subject line of the email. No phone calls please.

Applications will be accepted through March 4, 2022.