



Job Description
Director of Development

Job Title: Director of Development
Reports To: Executive Director
Those Reporting To: Coordinator of Volunteers

Summary

The Director of Development is the lead development staff for SAFE Haven of Racine, Inc., and as such, oversees all development policy and procedures, including fund raising, human resources and public relations.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Fiscal Development

- Plan, implement, and evaluate fund raising, including annual year end campaign.
- Participate in the preparation of agency contract and grant proposals at the direction of the Executive Director.
- Record all donations: check, cash and in-kind in donor database.
- Prepare monthly report for distribution to the Board of Directors, administration and management.
- Maintain development policies and procedures.

Human Resources

- Review all applications for hire and provide recommendations.
- Review personnel files for completeness and accuracy.
- Oversight of staff development, including initial training and ongoing in-services.
- Ensure all staff meet federal, state, local and agency requirements for employment.

Public Relations

- Coordinate public relations activities in relationship to development activities, including publication of a quarterly agency newsletter on hardcopy and via the agency's Web site.
- Assist in publicity through media events, speeches and/or workshops, and distribution of information in the community as directed by the Executive Director. Attend meetings of relevant community groups at the direction of the Executive Director.

Other responsibilities

- In the absence of the Executive Director, carry out established policies and procedures.
- Other duties, as time permits, at the discretion of the Executive Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

At least a high school graduate, an undergraduate degree strongly preferred.
Experience in the non-profit field, preferably in development, fund raising and/or human resources.

Language Skills

Very good oral and written communication skills, including skill in the provision of oral and written reports.

Must be able to read, write and speak English fluently.

Bilingual Spanish language abilities preferred.

Computer Skills

Experience working with computer programs, i.e. Microsoft Office programs, computerized accounting programs, and Web site creation software.

Other

Must be at least 18 years of age.

An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.

Successful completion of a State of Wisconsin Department of Justice Criminal Background Check.

Excellent problem solving skills and mature judgment.

Highly organized and capable of managing several tasks at one time.

Have a valid driver's license.

Successfully complete a Wisconsin Department of Transportation Vehicle/Driver Record Information Request MV2896.

Maintain a minimum of \$100,000 automotive liability insurance, and submit documentation of same.

Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.

Must successfully complete the SAFE Haven basic training program within 30 days of hire.

Completion of Fire Safety and Evacuation training within six months of hire.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office duties. Must be able to climb three flights of stairs in 90 seconds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

Status

This position is an exempt full time administrative position not eligible for other employment with SAFE Haven of Racine, Inc.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be signed, dated, provided to the employee, and maintained in the personnel file.

Revised: 1/9/2006

Signed, Employee

Date