



JOB DESCRIPTION

POSITION: Director of Development

REPORTS TO: President & CEO

Position Summary:

The Director of Development will be responsible for generating and implementing strategies for all aspects of fundraising to provide for the short- and long-term needs of the organization.

Principal Duties and Responsibilities:

- Develop and execute Collaborative to End Human Trafficking's annual fundraising plan.
- Responsible for writing grants to foundations and governments.
- Coordinate all aspects of the grants management process, providing guidance in the areas of grant regulations and compliance related to federal, state, local and foundation funding.
- Research opportunities, and proposal requirements of corporate, foundation, and government funding.
- Secure financial support from individuals, foundations, and corporations.
- Maintain and optimize the CRM (Network for Good) and oversee data entry and gift processing.
- Develop and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large, sustained base of annual individual donors.
- Oversee organization of special events.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Evaluate proposals and funding guidelines to determine funding probability and potential impact on agency resources.
- Coordinate grant award acceptance and oversee grant launch process.
- Review unsuccessful grant requests for scoring, rejection rationale, and possibility of resubmission.
- Monitor, create, and disseminate information on funding trends and legislative developments related to funding opportunities.
- Other duties as assigned.

Skills and Qualifications:

- Bachelor's degree in business, fundraising, communication, public administration required.
- Minimum of 5 years grant compliance experience with a minimum of 2 years of government grants experience required.
- Strong Excel skills required.
- Exceptional analytical, organizational, and problem-solving abilities.
- Excellent writing skills.
- Proficiency in Microsoft Office Suite and understanding of technology and tools.

Key Competencies:

Strong project management; verbal and written communication abilities; computer, spreadsheet, and data utilization skills; ability to work independently and as part of a team. Excellent analytical, organizational, planning, and problem-solving skills with an ability to prioritize, drive and complete multiple projects under stringent deadlines, and to respond to changing priorities.

Hours of Work: This is a full-time exempt, hybrid position (40 hours/week).

The Collaborative to End Human Trafficking is dedicated to building a culturally diverse staff committed to working in an inclusive environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.