



DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street
Media, PA 19063
(610) 565-6272

POSITION DESCRIPTION

Mission: The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency.

Title:	DIRECTOR OF ADVANCEMENT
Work Location:	Media Office
FLSA:	Exempt
Education:	Bachelor's Degree
Supervisor:	Executive Director
Salary:	\$55,000-\$60,000

Purpose:

DAP's Director of Advancement is responsible for identifying and securing financial contributions; planning the long-term sustainable funding strategy and executable plan for the organization; building relationships with funding sources; planning and overseeing fundraising activities. In addition, the position is responsible for creating a comprehensive communications and marketing plan in collaboration with the Executive Director. Finally, the Director oversees efforts by supervising members of the Advancement team, which include the Manager of Grants and Contracts and Communications Associate.

Essential Duties:

- Designs, implements, and oversees a structured comprehensive development program to include all phases of fundraising, including but not limited to the annual fund, corporate and foundation giving, major gifts, planned giving and various campaigns.
- Implements and oversees a comprehensive marketing and communications plan to include outreach, advertising, press relationships and volunteer involvement.
- Oversees the recruitment of organizational volunteers
- Prepares and monitors progress of overall resource development department activities including budget goals and objectives
- Oversees social media strategy, growth, and scheduling
- Responsible for the management and health of the donor database, Bloomerang in collaboration with the Manager of Grants and Contracts
- Allocates resources to donor stewardship including but not limited to, written correspondence, receipts, and other gift acknowledgements
- With the support of the Executive Director, develops, implements, and monitors department's strategic plan.

- Supports the Executive Director in the development and oversight of the Board of Director's and major gift solicitations
- Identifies new corporate and private funding sources; represents the agency in meetings or identifies appropriate representation with potential funding sources.
- Oversees the development of proposals and grants to support organizational activities
- Writes press releases, communications materials to maintain the continuity of messaging strategy
- Works with the Executive Director, Board of Directors, and Development Committee Members to maintain close working relationships with funders
- Evaluates and reports on the scope and effectiveness of resource development and communicates efforts on a regular basis
- Participates in senior leadership meetings and collaborates in organizational goal setting
- Performs other duties as assigned.

Qualifications and Competencies:

- Bachelor's degree from an accredited college or university required, CRFE desired
- Minimum of 2-4 years' experience in a non-profit resource development with a track record of implementing successful corporate, foundation, individual and communication strategies.
- Ability to create and implement metrics to meet organizational fundraising goals
- Assess situations and make informed recommendations that are data driven when possible
- Strong financial literacy skills including budgeting and forecasting
- Excellent presentation skills
- High energy level, strong sense of initiative, creative problem-solving skills, flexibility and discretion
- Ability to handle multiple assignments simultaneously is a necessity
- Ability to work well with others and uphold a psychologically safe environment
- Maintain confidentiality and earn respect through consistent honesty and professionalism in all interactions
- Knowledge of the dynamics of domestic violence preferred
- Knowledge of M/S Office required, and excellent keyboarding skills
- Ability to integrate various work responsibilities into a daily routine

Please send resume to: seekandfind@dapdc.org

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.