



**Arlington Life Shelter
Director of Development
Job Description Posting**

Purpose of Position

The Director of Development has overall strategic and operational responsibility for the fundraising, marketing and volunteer functions of the Arlington Life Shelter. This includes the development of an overall plan and methodology to secure approximately \$2.5M annually. Individual donors are a primary fundraising focus, providing 66% of the agency's income. This position will also oversee the completion of a \$5.8M Capital Campaign for Shelter expansion.

The Arlington Life Shelter is an employment - focused homeless shelter, helping homeless families and individuals secure employment and return to the community. The Shelter's "teach a person to fish" philosophy resonates strongly with the 1400 volunteers and 61 faith communities committed to the Shelter's structured 12 - week program. Emergency care is provided for persons requiring shorter stays or shelter from inclement weather.

Primary Responsibilities

- Manage a retention-focused fundraising and volunteer culture, utilizing proven practices as well as innovative techniques embracing social media to better address all age demographics.
- Create and manage a Development Plan reflective of organizational priorities and needs, to include revenue goals, major benchmarks and timelines.
- Train, supervise and support the Development Team which currently includes three professional and two support staff members.
- Manage a portfolio of individual major donors and develop a communication system for individual donors at all giving levels.
- Engage corporate donors through financial support, event sponsorship and in kind giving.
- Oversee the social media and volunteer functions of the agency.
- Provide oversight to the Capital Campaign in reaching campaign goal and transitioning campaign donors to general operating support.
- Partner with Executive Director to educate and involve Board members in fund development.

Qualifications

Minimum of 7 years demonstrated success in fundraising with a strong focus on major donor acquisition and management required.

Proven success in the development of plans and strategies that met/exceeded fundraising goals.

Track record of effectively leading a performance and outcome-based staff team.

Bachelor's degree required. Master's preferred.