

**INDIANA COALITION AGAINST DOMESTIC VIOLENCE**  
**JOB DESCRIPTION**  
**DEVELOPMENT DIRECTOR**

REPORTS TO: Executive Director

SUPERVISES: Not applicable

General Duties and Responsibilities:

The Development Director is responsible for increasing revenue, building partnerships, and increasing awareness of the organization in the community. The Development Director will be knowledgeable in all aspects of development, including event fundraising, grant writing and reporting, and corporate and individual major gift fundraising. They will have experience working with board members, executive leadership, and high net worth individuals. They will also bring a demonstrated passion for the mission of ICADV.

Specific Responsibilities:

1. In coordination with the Executive Director, lead the organization's annual development plan achieving annual revenue goals.
2. Relationship building and stewardship of donors and prospects across all revenue sources - foundation, corporate and individual donors.
3. Conduct 3-4 in-person donor meetings a week where the individual is moving the donor relationship toward a larger giving amount.
4. Manage a portfolio of 40+ corporate donors (existing and prospective) and 200+ individual donors (existing, lapsed and prospective.)
5. Meet or exceed the established revenue goals for new and existing donors.
6. Plan, implement, and manage donor cultivation and stewardship events including the organization's Salute to our Friends, and other identified by the board development committee.
7. Identify and secure corporate partners for events.
8. Manage all donor communication, including direct mail and social media.
9. Enter gifts and maintain the donor database, ensuring gifts and corresponding data are entered correctly and acknowledgement to donors is sent timely. Track fundraising progress to goals.
10. Ensure all standard development processes are in place and documented.
11. Work with the board development committee to analyze the effectiveness of all development programs and plan for future needs.
12. Serve as staff lead for board development committee.
13. Represent ICADV at external events as needed.

Qualifications:

1. Bachelor's degree; with CFRE preferred.

2. Five+ years' experience in fundraising or sales, with proven results in securing new donors and establishing corporate and community partnerships.
3. Excellent oral and written communication skills.
4. Knowledge of Microsoft Office products.
5. Experience using donor software Bloomerang or similar product.
6. Is committed to equity, economic justice, social and racial justice.
7. Possesses strong organizational skills enabling the management of multiple program initiatives.
8. Access to transportation and the ability to travel statewide and nationally.
9. Ability to work flexible hours including evenings and weekends.

**EMPLOYMENT STATUS:** Part-Time or Full-time available  
**CLASSIFICATION:** Exempt  
**SALARY RANGE:** Commensurate with experience

EOE