

First Step: A Response to Domestic Violence, Inc.

Harrisonburg, VA

Open Position:

Director of Development

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After recently completing a comprehensive strategic plan, First Step: A Response to Domestic Violence is seeking to enhance its ability to better serve survivors of domestic and intimate partner violence. First Step is seeking a highly motivated individual with proven experience in fundraising and development to assist our organization in building capacity, enhancing partnerships with donors, and furthering our mission by deepening our impact in our community. This role reports to the Executive Director and will serve as member of the First Step leadership team.

About our organization:

First Step: A Response to Domestic Violence, Inc. is a 501(c)3 non-profit organization that has served the City of Harrisonburg and County of Rockingham for over 40 years. We provide crisis, advocacy, rapid rehousing, and shelter services to survivors of intimate partner and relationship violence and their children. First Step welcomes and respects all survivors, regardless of race, ethnicity, color, age, gender, disability, national origin, religion, language proficiency, citizenship status, socioeconomic status, sexual orientation, or gender identity or expression. We are committed to providing free and confidential services to survivors of intimate partner or relationship violence who have experienced economic, physical, sexual, psychological, emotional, and/or verbal abuse.

Our mission:

- Empowering survivors to break the cycle of violence and abuse in their lives.

Our vision:

- The vision of First Step: A Response to Domestic Violence is a community free of abuse.

Responsibilities:

The First Step Director of Development will oversee donor relations, direct all fundraising activities (including major donor, and individual program). Key areas of responsibilities include, but are not limited to:

Development and Fundraising:

- Develop, plan, and execute an annual fundraising plan
- Assist Executive Director in grant writing and grant management
- Implement and grow recurring (monthly) donation initiatives.
- Identify and support competitive applications for foundation and non-government grants/funding
- Maintain and update fundraising/donor records.

Community & Donor Engagement:

- Develop and cultivate donor and community relationships
- Serve as member of the Community Engagement Team at First Step
- Increase community awareness about First Step and the impact of our work
- Assist in digital and in-person outreach activities
- Provide timely communications with donors and other supporters
- Identify and execute an annual signature event to increase awareness of organization needs.

Leadership:

- Serve as member of the First Step leadership team

- Work with Executive Director to establish organization fundraising targets and metric
- Support Executive Director with execution and implementation of components of First Steps Plan
- Recruit and train fundraising volunteers

Hours:

- Full-time salaried position

Salary and Benefits:

- \$45,000 - \$50,000 annual salary commensurate with education and experience
- Health Insurance after 30 days of employment, 50% of employee premium paid
- SIMPLE IRA Plan with up to 3% match
- Optima Employee Assistance Program

Reports to:

- Executive Director

(Required) Qualifications:

- Bachelor's Degree
- At least 4-6 years of fundraising and/or development experience
- Demonstrated success in fundraising
- Previous experience with fundraising software
- Computer literacy and proficiency in Microsoft Office and/or similar business software suites.
- Ability to travel regionally

Skills:

- Ability to collaborate and serve in team setting
- Excellent written, verbal, and interpersonal skills
- Adept at public speaking and making public presentations
- Time management and flexibility with job duties
- Organized and a self-starter; ability to prioritize deliverables

First Step: A Response to Domestic Violence is an equal opportunity employer. We welcome applications for candidates from diverse backgrounds. Although it is not a requirement for this role, candidates who are bilingual/multilingual are encouraged to apply.

Apply by:

- September 13, 2021 – early submissions are encouraged

To Apply:

- Please submit a cover letter, resume, and three professional references in one document to:

Candy Phillips, Executive Director
First Step: A Response to Domestic Violence, Inc.

candyphillips@firststepva.com

(please no phone calls)