



**DIRECTOR OF DONOR  
RELATIONS & DEVELOPMENT  
JOB ANNOUNCEMENT**

<b>Job Title:</b>	Director of Donor Relations/Development
<b>Reports to:</b>	Executive Director
<b>FLSA Status:</b>	Exempt
<b>Schedule:</b>	Full-time
<b>Salary:</b>	\$65K – \$75K
<b>Hours:</b>	40 Hrs.
<b>Employee Status:</b>	Regular

DAWN provides comprehensive domestic violence services for victims of domestic violence in south King County. We are pleased to announce an opening for the position of Director of Donor Relations/Development. DAWN seeks a professional with 5 years non-profit donor cultivation and stewardship. This position requires a deep understanding of and demonstrated ability to motivate philanthropic relationships as well as the ability to manage a comprehensive development program and staff.

**Position Summary:**

This position works closely with the Executive Director and the Board to lead DAWN in attaining its fundraising goals. The Director of Donor Relations/Development creates and implements the fund development strategy to enable sustainable growth, including individual, foundation, and corporate donors, and exploring potential government support in future years.

**Responsibilities include:**

1. Ensure that DAWN's development team reaches annual and capital needs fundraising goals
2. Develop DAWN's fund development strategy for acquiring cultivating, and upgrading donors
3. Develop and implement relationship-building strategies and activities with major individual donors, personally developing relationships with current and prospective donors, and coaching senior staff and Board members to do the same
4. Continually build DAWN's pipeline of potential supporters, building on referrals from Board members, current supporters, and donor research
5. Lead DAWN's fundraising launch into new markets, focusing on developing relationships with potential philanthropists including the growing millennial demographic using social media and other new tools
6. Oversee and support special events coordinator/contractor for successful signature events (benefit breakfast and auction gala)
7. Manage staff – the database coordinator, grants contractor and special events contractor with likely team growth as fundraising grows
8. Develop countywide development and fundraising infrastructure
9. Prepare the organization for a potential capital campaign (scope to be determined)
10. Work closely with other members of DAWN's executive management team to craft overall organizational strategy and goals

## 11. Create and implement marketing and communication plan

### **Additional qualifications include:**

- Minimum 3- 5 years' professional non-profit development experience.
- Minimum 3 years' experience in managing a team of direct reports.
- Demonstrated ability to plan and execute major donor activities
- Experience managing complex projects, competing priorities and tight deadlines (be highly organized and self-motivated)
- Experience serving as a member of an executive team helping to set organizational strategy and serving on Board committees
- Experience leading and managing a successful capital campaign a plus
- Prior success working closely with and building relationships with diverse groups
- Experience in Word, Excel, donor databases, and other key software tools. Experience with Salesforce a plus.

### **To be successful as a member of the DAWN team, you will also:**

- Have a passion for DAWN's mission and a strong desire to impact an expanding non-profit organization
- Have a high level of internet savvy
- Thrive in a fast-paced, creative and fun environment
- Have a sense of humor and positive outlook
- Have a very high level of personal and professional integrity
- Have a strong work ethic, take initiative, and require minimal direction
- Demonstrate positive initiative, mature judgment and drive for results
- Comfortable giving and receiving constructive feedback, and acting as a coach or mentor to staff

### **The successful candidate will:**

Have a passion for DAWN's mission, demonstrated effectiveness as a leader, and excellent written, verbal, and interpersonal communication skills.

## **To Apply**

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This position is open until filled. To apply, please send a resume and cover letter explaining:

- (1) What experience, skills, and personal characteristics qualify you for this position;
- (2) Why you are interested in this position.

Please submit your resume and cover letter to [info@DAWNonline.org](mailto:info@DAWNonline.org) with the subject "Director of Donor Relations & Development" in the subject line. Please note: applications not accompanied by both a cover letter and a resume will not be considered.

DAWN is an equal employment opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

As part of our standard hiring process for new employees, employment with the DAWN will be contingent upon successful completion of a background check.