



## **DIRECTOR OF DEVELOPMENT**

FACETS opens doors by helping parents, their children, and individuals who suffer the effects of poverty in Fairfax County. We meet their emergency shelter, food, and medical needs, help them gain safe sustainable and permanent housing and work with them to end the cycle of homelessness and poverty through educational, life skills and career counseling programs.

FACETS is hiring a full time Director of Development to provide leadership and assistance to the Executive Director and Board of Directors in making FACETS an effective, viable agency; and to oversee the implementation of the development fundraising plan to include securing major gifts, corporate donations, foundation grants, in-kind resources and volunteers.

### **MAJOR RESPONSIBILITIES:**

- Works closely with the Executive Director (ED) to implement an overall development plan including annual giving; special events, entry and midlevel individual, corporate, faith community, civic and foundation support; workplace giving, and donor communications.
- Solicits and cultivates donors; writes direct mail solicitations, creates and implements a major gift strategy. Major focus is large gifts, annual and multi-year gifts from individuals, faith communities, corporations and foundations.
- Serves as a key member of the Senior Leadership team, ensuring close coordination between development and programs in achieving organization-wide goals and implementing our strategic plan.
- Works with ED and the Board's Resource Development Committee to create the annual FACETS fundraising plan; monitors progress toward fundraising goals.
- Promotes and sustains FACETS by building the organization's financial resources through active leadership of the development team, particularly in areas related to volunteer management, community engagement, event coordination and the communications plan.
- Estimates an adequate annual development budget in support of effective services; operates within the approved budget.
- Ensures that development programs and systems are diversified, innovative and developed to meet identified needs and interests, always maintaining contacts with donors to stay aware of special needs.
- Works with program staff and writes or oversees submission of letters of inquiry and grant proposals to local and national foundations and corporations. Crafts specialized proposals for specific funders and specific issue areas.
- Researches potential foundation and corporate funding sources.
- Participates and coordinates meeting with existing and potential funders. Communicates effectively with funders by preparing the ED for funder meetings, keeping current and potential funders regularly informed about FACETS efforts and accomplishments, and writing progress reports to funders.

## **REQUIRED SKILLS AND EXPERIENCE:**

- Bachelor's Degree or higher.
- A proven track record in building and maintaining a donor base with expertise in fundraising from multiple funding streams.
- Excellent written and oral communication skills.
- Experience in managing staff and an interest in mentoring a strong development team.
- Availability to work occasional evenings and weekends as needed.
- Experience in tracking data in a relational database (CRM), preferably Raiser's Edge.
- Detail oriented and well-organized with the ability to prioritize and multi-task.
- A team player with a passion to work collaboratively.
- Strong interpersonal skills and the ability to listen intently.

## **COMPENSATION**

FACETS offers a competitive compensation and benefits package.

## **HOW TO APPLY**

Applicants are asked to send a cover letter, resume and salary requirements to the following email address: [employment@FacetsCares.org](mailto:employment@FacetsCares.org). Review of applications will begin immediately and will continue until the position is filled. FACETS is a 501©3 organization and is an Equal Opportunity Employer.