



[www.journeyhouse.org](http://www.journeyhouse.org)

**Job Title:** Director of Development  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Full time, Exempt  
**Updated:** January 15, 2020  
**Site Location:** Journey House Center

**Our Mission:** Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.

**Position Overview:** We are seeking an experienced, dynamic, and relationship-focused individual to join our senior leadership team as a Director of Development. This position is responsible for planning and coordinating all aspects of fund development for Journey House with the support of the CEO, Senior Leadership Team, Board of Directors, and Campaign Cabinet. This is an exciting opportunity for a proven development/advancement professional to build on a strong foundation and provide strategic input at a senior management level to assist in fund development for Journey House's existing and future programming.

**You are:** an individual who can grow our community profile and increase our philanthropic revenue by building new relationships, stewarding prospects, and working as part of a dynamic team.

- Excited to meet new people and values the power of relationships
- Goal-oriented, highly organized, resourceful, and solution focused
- Experienced strategic planner and manager of major donors programs
- Self-determined with a desire to be an integral part of a team
- Experienced and energized by soliciting support for Journey House
- Able to manage multiple priorities with an attention to detail

**Essential Duties and Responsibilities** include the following. Other duties may be assigned in line with individual's experiences and qualifications.

#### **Strategic Planning and Fund Development**

- Actively coordinate and provide support to CEO, senior leadership team, grants manager, Board of Directors, Campaign Leadership & Cabinet, and Advisors to develop and execute major fundraising campaigns.
- Implement comprehensive annual fundraising and development plans and strategies to ensure that Journey House's annual and long-term budgetary goals will be met or exceeded.
- Plans must include detailed timelines and task plan and equip Journey House to achieve measurable success with both foreseeable and unplanned opportunities.



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- Develop and manage a comprehensive and diverse fund development program that meets income and expense goals on schedule.
- Create and implement major gifts, planned giving program.

### **Donor Relations and Stewardship**

- Maintain and document consistent communications, follow-ups, and appreciation notes with campaign volunteers and donors.
- Work with the CEO, Deputy Director, Board, Campaign Cabinet, and Advisors to identify, cultivate, steward, solicit, and close new gifts from major donors and prospects.
- Clear knowledge of Journey House's work and history to effectively communicate with donors and prospects.
- Cultivates and stewards relationships with foundation, corporate leaders and donors.
- Be a brand ambassador to cultivate donors through Journey House tours and two-on-one meetings to provide Journey House updates, appreciate the donor's support, and make an ask.
- In collaboration with senior leadership and volunteers, assist in the planning and execution of fundraising and donor cultivation events.
- Coordinate and collaborate with Director of Community Partnerships to ensure development communications are current and fresh on social media, e-newsletters, and website.

### **Donor Research**

- Utilize donor research resources to create and regularly update donor profiles to acquire new donors.
- Research new foundation and corporate giving prospects and develop a strategic pipeline of grant prospects.
- Review and research proposals and provide grant writing and reports to foundations, corporations, and government sources.
- Prepare and write donor communications, grants, reports (financial and narrative), and meet deadlines ahead of schedule.

### **General**

- Attend and participate in policy forums, committees, community meetings, and public events relevant to the position.
- Participate in SKY Breathing for Educators/Coaches/Leaders and Community Building mandated staff trainings.
- Attend and participate in Journey House staff meetings and events.
- Perform other relevant tasks as assigned.



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**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Education and Competencies:**

- Bachelor's degree from a four-year accredited university required. Advanced graduate degree preferred in business administration, community development, communications, urban planning, urban educational administrative leadership, or social work.
- Minimum of five years' experience in research, consulting, or senior management position in a nonprofit, government, institution of higher learning, or other relevant corporate setting.
- Minimum of five years' experience in managing a major multi-million campaign.
- Demonstrated experience in managing volunteers and committees.
- Proven track record in designing, implementing, and evaluating fund development for urban education, social, housing, economic development, or other related programs.
- Ability to flawlessly communicate through excellent oral and written communication skills. This includes strong skills in proof-reading and editing.
- Excellent time management capabilities and ability to simultaneously execute multiple projects/events.
- Working knowledge of social media and how to leverage tools for fund development.
- Ability to take direction from the CEO and Deputy Director and to delegate tasks as appropriate.
- Strong project management skills.
- Excellent oral and written skills.
- Proven success in fundraising and grant writing.
- Demonstrated ability to lead by actively engaging, developing and consulting teams in diverse settings.
- Possess strong leadership and team building skills.
- Experience working with elected, government, and community stakeholders.
- Knowledge of non-profit functions and capacity building strategies.
- Proven ability to work with urban youth and parents from diverse cultural backgrounds.
- Resourceful, creative, innovative, flexible, ability to work without direct supervision and with extremely limited resources.
- Proficient use of Google Docs and Microsoft Office applications [Word, Excel, PowerPoint].
- Proficient in Raiser's Edge and iWave strongly preferred.
- Ability to adjust to crisis situations, motivates others, & utilizes effective listening skills.



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- An enthusiasm to stay current with philanthropic/fundraising trends, community development, non-profit, human services, youth leadership, and community organizing innovations and best practices.
- Ability to represent the CEO and/or Journey House as needed.
- Must be willing to work some evenings and weekends.

**Supervisory Responsibilities:** Direct the work of volunteers/interns/fellows participating in major fundraising and campaign initiatives.

**Licenses:** Valid Wisconsin Driver's License and insurance required.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER  
DRUG FREE WORKPLACE**

**If you are qualified and interested in this position, please complete:**

1. Career History Form: <http://www.journeyhouse.org/jobs.html>
2. Letter stating personal intent
3. Comprehensive resume
4. References (optional with initial submission)
5. Submit documents to [jobs@journeyhouse.org](mailto:jobs@journeyhouse.org)