



**Job Title:** Development Director

**Rate of Pay:** Salary range TBD; (eligible for benefits after 60 days; salary: starting at \$85,000)

**FLSA Status:** Exempt

**Reports To:** Executive Director

**Prepared By:** Executive Director

**Prepared Date:** 1.14.25

### **Organization Overview:**

Founded in 1999, Bethlehem Inn is a non-profit, community-supported organization with two facilities in Central Oregon. Our Bend campus serves as an emergency shelter dedicated to providing a safe, secure, and inclusive environment where single adults and families experiencing homelessness can access basic needs and connect to community resources. Our Redmond campus (BIRCH) offers services and continued supportive community housing for adults. Our mission is to empower residents to make life-affirming choices and achieve measurable progress toward self-sufficiency. We are committed to fostering a culture of empathy, respect, and collaboration.

### **Position Overview:**

The Director of Development will lead the planning and execution of a comprehensive fundraising program, encompassing major gifts, corporate and foundation giving, planned giving, and special events. This role requires a dynamic individual who will collaborate closely with the Executive Director, Development team and Board of Directors to establish and achieve fundraising goals and strategies. The Director will also oversee and manage members of the development department to ensure the organization's revenue goals are met.

### **Key Responsibilities:**

#### **Drive Advocacy and Community Engagement through Strategic Fund Development**

- Lead the development and execution of the Inn's comprehensive fund development plan, encompassing strategies for individual, corporate, and foundation donors through annual funds, special events, grants, major gifts, and planned giving.
- Collaborate with the Communications Manager to implement a marketing and communications strategy that enhances storytelling efforts, creating compelling content across social media, print, and digital platforms to support fundraising initiatives.
- Partner with the Development Manager to implement and refine fundraising strategies, ensuring alignment with organizational goals.
- Monitor and analyze fundraising data to evaluate performance and adapt strategies as needed.
- Develop and execute annual fundraising plans to meet and exceed the organization's revenue goals.

#### **Build Donor-Centric and Empathy-Driven Strategies**

- Create and implement donor-centered strategies that build strong, lasting relationships with donors, emphasizing the organization's impact and inspiring ongoing support.

- Maintain a robust donor recognition program to celebrate contributions, fostering a sense of partnership and community.
- Ensure timely, accurate acknowledgment of all donations while prioritizing transparency and empathy in donor stewardship.
- Work closely with the Executive Director (ED) and Board of Directors to expand and sustain a thriving donor pipeline that supports long-term fundraising goals.

### **Enhance Fundraising Infrastructure and Leverage Technology**

- Manage and optimize fundraising operations, including CRM systems, gift processing, database management, and performance reporting.
- Leverage innovative technologies and tools to enhance donor engagement, adapting to evolving market trends and donor preferences.
- Develop and oversee the annual development budget, ensuring alignment with strategic priorities and efficient resource utilization.

### **Major Donor Cultivation and Personalized Engagement**

- Design and implement strategies to identify and cultivate major gift prospects, expanding the donor base through personalized engagement.
- Build and nurture relationships with major gift donors through tailored communication, one-on-one meetings, cultivation events, and recognition programs.
- Collaborate with the ED and Board of Directors to solicit major gifts and craft proposals that align donor interests with organizational priorities.
- Develop and maintain systems to track and report on major gift fundraising progress and outcomes.

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## **Qualifications**

- A deep passion for the Inn's mission and a commitment to empathetic and inclusive fundraising practices.
- Proven success in leading grant-writing initiatives and securing diverse funding sources, including foundation, state, and federal grants.
- Demonstrated ability to create strategic, multi-year fundraising plans and build consensus among stakeholders to achieve ambitious goals.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain accuracy and attention to detail.
- Bachelor's degree or experience in a relevant field.
- At least 4 years of nonprofit fundraising experience, including a track record of success in major gifts, corporate and foundation giving, and special events, with annual revenue responsibilities of at least \$3,000,000.
- Exceptional written and verbal communication skills, including expertise in crafting compelling donor communications.
- Ability to work collaboratively with colleagues, Board members, and volunteers.
- Proficiency in fundraising software and donor databases.

This is a full-time position with a competitive salary and benefits package. If you are a motivated and experienced fundraising professional with a passion for making a difference in the community, we encourage you to apply.

*Bethlehem Inn is an equal opportunity employer. We are committed to hiring and promoting staff, recruiting volunteers, and providing services to individuals regardless of race, color, religion, gender, sexual orientation, marital status, national origin, age, or ability.*



- Provide leadership, guidance, and mentorship to the development staff, fostering a culture of collaboration, innovation, and continuous learning.
- Develop performance metrics and evaluation tools to ensure the team meets or exceeds fundraising targets and other organizational goals, with an emphasis on inclusive and culturally sensitive practices.

#### **Executive Leadership and Strategic Planning**

- Serve as a key member of the executive leadership team, working collaboratively to develop and implement the organization's strategic plan and vision.
- Provide leadership to the development team and other departments, ensuring alignment with the organization's mission and goals.
- Lead the annual planning and budgeting process for development, setting specific, measurable, attainable, relevant, and time-bound (SMART) goals.
- Provide regular updates to the ED and Board of Directors on marketing and fundraising progress, challenges, and strategic recommendations for improvement.