



**Position:** Development Director  
**Status:** Salaried, exempt employee, 1 FTE (40 hours/wk)  
**Salary:** \$89,401-\$101,015, DOE, benefits available first of the month following date of hire  
**Hours:** Primarily weekdays, some evenings, and weekends  
**Responsible to:** Executive Director  
**Responsible for:** Development Manager and Grant Manager

**Staff with bilingual competencies provide an additional and essential value to our organization and we increase our starting wage accordingly for bilingual staff.**

**Note to Candidates:**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Clackamas Women's Services is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

**About Clackamas Women's Services (CWS):**

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for survivors escaping family violence and domestic abuse. CWS' service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our emergency shelter, A Safe Place Family Justice Center, satellite offices and throughout the community, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

CWS is committed to building an organizational culture that reflects our values. We envision a community of survivors, staff, partners, volunteers, and donors who are deeply committed to breaking the isolation of domestic and sexual violence. We do this by creating community and partnership, honoring, and celebrating survivors, and engaging in work toward equity and social change through community engagement and by investing internally in continual improvement and learning processes. We are dedicated to the ongoing work of creating and sustaining a community where everyone can thrive.

## **Benefits of working at CWS:**

Clackamas Women's Services is proud to offer competitive wages, paying above market for all positions and offering a full package of benefits including:

- 100% employer-paid health, dental, vision, and alternative care benefits for employee and dependent child(ren).
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (28.5 days in first year based on accrual).
- 10 days of Holiday pay of your choosing.
- Paid day off for birthday.
- Paid parental leave.
- Monthly retirement plan contribution of 5%.
- Anniversary bonus, \$25/year of service.
- \$100 monthly travel stipend.
- Employee Assistance Program.
- Professional development opportunities.
- CWS was voted one of the 100 Best Nonprofits to Work for in Oregon!
- Work with a heart-centered team providing culturally responsive emergency, transitional, and long-term support, and services. CWS helps survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability.

## **Position Purpose:**

The Development Director is responsible for designing and implementing a comprehensive and strategic development program to meet the organization's short—and long-term resource needs. This includes major and planned gift donor development, annual giving campaigns, individual, business, and group donor cultivation and stewardship, grant writing, and special events management.

The Development Director is responsible for planning, implementing, and evaluating a strategic fundraising plan. This position oversees all aspects of the process as well as participating in fundraising activities and strategies.

## **Key Responsibilities:**

1. Meet CWS's annual fundraising goals and build long-term growth strategies through major donor engagement, grant management, and fundraising. Oversee all private donor revenue for the organization.
2. Lead efforts to diversify the donor base and create inclusive fundraising events and campaigns that resonate with a wide range of audiences.
3. Serve as the principal fundraising strategist for CWS. Develop and manage an annual private revenue and development department budget with diversified funding streams to meet the

executive director's annual revenue goals. Meet regularly with the Finance Director to reconcile revenue.

4. Create and implement an annual strategic fundraising plan that supports the organization's vision, is responsive to various funding sources, and allows for year-over-year growth. Ensure all fundraising activities adhere to legal requirements and ethical standards, maintaining the organization's integrity.
5. Provide leadership for planning, creating, and executing all fundraising activities, including private grants, cultivation and stewardship for major gifts, planned giving, individual donor solicitation, and special events, to ensure that the organization has a vibrant, ongoing revenue stream.
6. Oversee operations of the Development Department and directly supervise the Development Manager and Grant Manager. Ensure the team is implementing the fundraising plan to meet revenue goals.
7. Develop and prioritize major donor program through one-on-one outreach and maintain a portfolio of major donors of \$1000+ with strategies for stewardship and year-over-year program growth. Develop an annual list of prospects to forecast future revenue.
8. Oversee the solicitation of mid-level major donor gifts and mentor the Development Manager in developing and maintaining a major donor portfolio of donors between \$500 and \$1000, prioritizing one-on-one outreach.
9. With the support of the development associate, engage in new donor research activities and create and conduct plans for donor prospecting and acquisition.
10. Provide fundraising leadership to the Board of Directors, including facilitating Board involvement in solicitations, identifying prospective donors, training/supporting the Board in the use of documents, talking points, and donor stewardship, and managing annual Board giving.
11. Develop and manage CWS's bequest and planned giving program. Create a plan for program growth year over year.
12. Supervise the Development Manager's implementation of all fundraising campaigns, including direct mail campaigns and end-of-year community fundraising drives, to successfully reach revenue goals. Develop new and increased sources of support for CWS.
13. Monitor and analyze the effectiveness of fundraising and outreach efforts using data.
14. Oversee all private grant writing and work with the Grant Manager to ensure seamless grant submission and reporting is complete. Provide support to the Executive Director and Government Grant Manager for government grants, as needed and as requested by ED.
15. Oversee all event planning, supervising the Development Manager to implement planning and meet event revenue, donor cultivation, and/or public awareness goals.
16. Collaborate with development staff on CRM queries, reports, exports, and any other data as needed.
17. Collaborate with other teams within the organization to effectively translate the work and mission to stakeholders.
18. Collaborate with the Communications Manager and Executive Director on donor communications, including social media outreach, event messaging, newsletters, and impact/annual reports.
19. Participate in events, trainings, and workshops as appropriate.
20. Other duties as assigned.

### **General Responsibilities:**

- Represent the mission, value, and philosophy of CWS to program participants, employees, and the public.
- Represent and reflect the values of the agency through direct communication and collaboration with co-workers, partners, and participants.
- Engage in leadership and administrative leadership activities for CWS and attend Leadership meetings.
- Model and implement values of equity and inclusion in decision making and daily work.
- Participate in speaking engagements and educational trainings as requested.
- Attend regular All Staff meetings, program staff meetings, program meetings, and check-in meetings.
- Attend A Safe Place monthly meetings and morning huddles.
- Meet regularly with the Executive Director to plan and prioritize projects.
- Submit necessary monthly timesheets and expense/mileage reimbursement forms.
- Manage daily schedule appropriately.
- Other duties as assigned.

### **Requirements:**

- An experienced senior-level fundraising professional with a minimum of 5 years' experience in a Development Manager Role or 1 year's experience in a Development Director role.
- A degree or certification in nonprofit management and/or fundraising (or comparable knowledge, skills, and experience) and contributions to the field are preferred.
- Proven ability to successfully manage and lead the development team's attainment of an annual revenue goal with managed growth.
- Demonstrated ability to construct a fundraising plan and lead its implementation, monitoring, and successful execution to achieve revenue goals.
- Demonstrated success in securing major gifts from individuals, corporations, and foundations is essential, with a proven track record in the identification, cultivation, solicitation, acknowledgment, and stewardship of donors and potential donors at all levels.
- Ability to manage and develop budgets.
- Knowledge of direct mail, digital fundraising, individual and corporate donor strategies, and grant writing required.
- Excellent writing and verbal communication skills.
- Demonstrated management, public speaking, writing, and interpersonal skills.
- Ability to organize time effectively, establish priorities, and manage a large number of tasks simultaneously in a fast-paced environment.
- Computer proficiency and CRM proficiency required, working knowledge of Salesforce preferred.
- Able to pass a background check as a condition of employment.
- All CWS staff are required to complete a 40-hour domestic/sexual violence training provided by the agency.
- Ability to problem-solve in a fast-paced, in-office, collaborative environment.

- Demonstrated understanding of systems of oppression, ability to work effectively and non-judgmentally with individuals from diverse backgrounds, and understanding of culturally competent service delivery.
- Enthusiasm for working collaboratively with a wide range of public and private systems intersecting with the DVSA field (law enforcement, DHS, courts, education, etc.).
- Reliable transportation is required; the position includes the use of a personal vehicle to complete some tasks.
- Must be able to travel throughout Clackamas County and the Greater Portland Area.
- The person in this position frequently moves throughout CWS worksites and the community to meet with donors, volunteers, community members, partners, and staff. The person will also periodically move supplies and other items (up to 50 lbs.) from one place to another, participate in community and fundraising events, and work in all types of weather.

**We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQ+, older adults, and people with disabilities are strongly encouraged to apply.**

Clackamas Women’s Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women’s Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

Please submit a resume and cover to [hr@cwsor.org](mailto:hr@cwsor.org) with the subject line “Development Director.”