



LEARNING TOGETHER TO
LOVE OUR NEIGHBORS AS OURSELVES

Position Title: Development Director

Status: Full-time, Exempt

Reports to: Executive Director

Organization:

Casa Chirilagua's mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. Casa Chirilagua began as an intentional community in 2007, when the founders moved into the community of Chirilagua to learn from their Central American immigrant neighbors what it means to love God and love your neighbor as yourself'. In 2011, Casa Chirilagua officially became a 501(c)(3) nonprofit.

We seek to live incarnationally among our neighbors, positioning ourselves to be the hands and feet of Christ daily. While we are a nonprofit, at our core we are a Christian ministry. We seek relationship, recognizing that transformation occurs through Christ-centered connections, that programs serve as access points rather than ends in themselves. We seek, live, and profess a message of restoration between God and people and between individuals. We highlight these values in what we call the 5 R's. These values guide our decisions and focus for the future and growth of our organization: 1) Reliant on God, 2) Rooted in the community, 3) Relational is all we do, 4) Reconciliatory toward God and one another and, 5) regenerative, investing in the regeneration of individuals and our entire neighborhood.

Touch points with families begin within our Leadership Pipeline, which consists of our elementary after school program Kids Club, our middle school program Teens Club, our high school program Casa to College, and our one-on-one Mentoring program.

Learn more at casachirilagua.org

Position Summary:

Perform functions related to fundraising, donor stewardship, and the prospecting, development, and solicitation of new funding sources. Create and implement plans and develop systems to secure the resources necessary to achieve the mission and vision of the organization with an annual budget of \$875,000.

Key Duties and Responsibilities:

1. Donor and Partner Relationship Management

- Execute and oversee direct ongoing engagement with key supporters such as major donors, foundations, monthly supporters, church partners, and campaign participants.
 - Express gratitude and appreciation to all Casa donors in a timely manner through phone calls, notecards, in-person meetings and other creative activities.
- Steward, maintain, and report on all philanthropic income sources.

- Along with the Executive Director, cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization, and showing the progress their donations have made possible.
- Develop and maintain key long-term relationships with donors, prospects, and church partners.
- Maintain/improve donor database (Bloomerang) with detailed follow-up procedures, next steps, and reminders for donors according to donors programmatic or thematic interests.
- Find new donors for Casa Chirilagua:
 - Identify and cultivate new philanthropic revenue streams that could accelerate organizational growth and innovation: especially with churches, individuals, major donors, corporations, and philanthropic foundations.
- Maintain high profiles with local church partnerships through meetings, church visits, and invitations to the community center.
- Introduce donors to the neighborhood of Chirilagua – build community that promotes deep connection and cultural understanding through events, community center and neighborhood tours, meetings, and other opportunities.

2. Communications Management

- Lead and supervise the Communications Department:
 - Oversee and manage all communications contractors, ensuring external communication is in line with the mission of Casa Chirilagua.
 - Supervise the Communications Director/Contractor to position and tell Casa's story, create assets and materials that are compelling for donors with specific programmatic or thematic interests.

3. Strategic Development Planning and Implementation

- Lead and work alongside the Executive Director and communications team to plan, manage, and execute the major fundraising campaigns (e.g. Spring2ACTion and the End of Year campaign).
- Support development of small events hosted by Board members or major supporters.
- Create and implement other fundraising events and initiatives throughout the year as needed.
- Create, steward, and implement development strategies in line with Casa's core relationship-focused, neighborhood-affirming model.
- Spearhead the annual fundraising budget plan, including targeted income projections by income channel.
- Propose new ideas for revenue generation in response to changed circumstances, new partnerships, and industry best practices.
 - Research new funding prospects.
- Provide direction and input for the Board Development Committee, aiding the committee in implementation of the Board's role in the execution of the annual development plan.

4. Systems Maintenance and Management

- Manage the fundraising budget and coordinate with the Operations Director and Business Manager to ensure accurate fundraising progress and reporting.
- Ensure relevant tracking of outcomes to understand impact and make strategic decisions.
- Perform functions as the Bloomerang system administrator, including maintenance updates, data backups and assessment of new releases on organizational functionality.
- Identify and implement systems and processes to improve organizational efficiencies regarding development and donor engagement.

5. Team Supervision and Responsibilities

- Oversee and supervise contractors in Communications and Grant Writing.
- Function as part of Casa Chirilagua's senior leadership team and collaborate with the Executive Director, Operations Director, and Leadership Pipeline Director.
- Manage and supervise other development staff and complete performance reviews and assessments as necessary according to HR policies and procedures.

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in community-wide events, such as monthly Family Dinners and the Christmas Celebration.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems, and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

Required Competencies:

1. Excellent relationship building and interpersonal skills, as well as the ability to build relationships and work effectively with diverse groups of people (i.e. colleagues, Board members, and volunteers). Ability to nurture and steward current donor relationships.
2. Excellent written, verbal, and public speaking communication skills.
3. Three to five years of experience in fundraising; understanding of the philanthropic and charitable sectors. An experienced fundraiser with exemplified ability to close gifts, motivated by targets. A resume that highlights experience and success.
4. Proficiency in Bloomerang or other specialty CRM software applications.
5. Detail-oriented and strong organizational skills. Ability to successfully manage and balance multiple projects.
6. Strong prospecting and research skills; able to identify new donors and uncover untapped resources.
7. Strong management skills: ability to set goals and expectations, motivate team members, and provide

guidance and support as needed.

8. Flexibility and adaptability: able to adjust fundraising strategies in response to changing circumstances or unexpected events. Must be able to meet tight deadlines, while maintaining a positive and solutions-oriented approach.
9. Culturally competent: has a demonstrated ability to listen to and learn from a community that differs from the one they were raised in. Ability to identify potential assumptions or biases and proactively seek feedback in their learning.
10. Deep commitment to the organization's mission and values: must have the desire to develop a deep commitment to the mission and values of the organization, understand and believe in the organization's purpose. A strong sense of personal integrity and ethical conduct is essential in this role.
11. Christian faith: manifest evidence of personal faith in Jesus Christ, actively pursuing spiritual mentorship and community, and a theological perspective that aligns with Casa Chirilagua's Core Values.

Preferred Competency:

- Spanish fluency.
- Strong understanding of the City of Alexandria and the wider DC/Northern VA area, the resources available in it, and its accessible funding networks.
- Proven success in grant writing.

Education/Experience Requirements:

- Bachelor's degree in business, fundraising, marketing, not-for-profit administration, or related fields preferred.
- Five to seven years of experience in fundraising and development.
- Excellent computer skills (Microsoft Office Suite: SharePoint, Outlook, OneNote, Word, PowerPoint, Excel).
- Three or more years of experience in data system management.

To Apply:

Please send your resume/cv and a thoughtful cover letter that includes how your skills and experience meet the qualifications of this position, to jobs@casachirilagua.org.

Expected hire date: ASAP.

Work schedule: Monday-Friday during normal business hours onsite in Alexandria, VA, occasional Sundays for church partner visits, and occasionally evenings for family engagement events.

Salary range: \$64,000- \$70,000, commensurate with experience.

Benefits: Health insurance benefits, short-term disability, paid-time-off, paid holidays, parental leave, and sabbatical (employees are eligible for a sabbatical after seven years of service to the organization pending approval from the Executive Director and board of directors).