



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. 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.

Position Summary:

Build a creative fundraising strategy for the organization. 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 and grow the resources necessary to achieve the mission and vision of the organization.

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.
- 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.
- Find new donors for Casa Chirilagua: Identify and cultivate new philanthropic revenue streams that have the potential to 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.
- Assist the Executive Director and the board of directors to build and maintain a portfolio of (40+) Major Gift Prospects.
- Work with the Development Committee of the board of directors to plan and successfully execute high-level solicitations from major donors.
- Re-orient donor relationships to create a model of mutual benefit to both Casa families and donors.
- Introduce donors to the neighborhood of Chirilagua – build community that promotes deep connection, cultural understanding, networked problem-solving, and heart change.

2. Sharing Casa's Story

- Establish Donor Engagement Process language across Casa Chirilagua to understand donor discovery, identification, qualification, cultivation, negotiation, solicitation, and stewardship.
- Lead and supervise the Communications Department.
- Lead and supervise any contractors hired for development efforts (e.g. grant writing, media/graphic design, printing companies).

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.
- Support development of small events hosted by Board members or major supporters.
- Together with the Executive Director and the operations director, spearhead the annual fundraising budget plan.
- 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.
- Work together with the Operations Director to establish the relevant tracking of outcomes to understand impact and make strategic decisions.
- Perform functions as the CRM 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.

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 skills and the ability to cultivate personal and professional relationships.
2. Excellent written, verbal, and public speaking communication skills.

3. 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. Proven success in strong prospecting skills to identify new donors and uncover untapped resources.
7. Ability to nurture and steward current donor relationships.
8. Experience cultivating and securing corporate sponsors and foundation support.
9. Has a demonstrated ability to listen to and learn from a community that differs from the one they were raised in.
10. 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.
- Excellent computer skills (Microsoft Office Suite: SharePoint, Outlook, OneNote, Word, PowerPoint, Excel).

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. Hybrid work environment.

Salary range: \$75,000- \$95,000, 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).

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, and complete the online application found here: <https://forms.office.com/r/HJRwiw4SGm>