



DIRECTOR OF DEVELOPMENT AND MARKETING POSITION DESCRIPTION

Thomas House Family Shelter exists to provide a safe, supportive environment and the resources necessary for homeless families with children to remain together while empowering them to become independent and self-sufficient. Since its founding in 1986, Thomas has provided quality, comprehensive shelter and supportive services to over 1,600 families from Garden Grove and surrounding cities. Services provided include transitional shelter, counseling and life skills development, employment and resource assistance, a children's program, a graduate support program, and a new homeless prevention initiative. In addition to its quality services, Thomas House also boasts strong values and culture, best illustrated by strong connections to program graduates and a very low overall staff turnover rate.

The desired candidate is a charismatic, organized, creative, and self-directed professional who can take the lead in fundraising and marketing strategies for Thomas House. S/he will take responsibility for devising, implementing, and overseeing short- and long-term plans for all fund development, marketing, volunteer, and public relations efforts to support the organization's strategic goals and mission.

This position reports to the Executive Director.

DUTIES:

1. Lead all organizational fundraising efforts, including donor discovery, cultivation, solicitation, and stewardship of individual, corporate, and foundation donors.
2. Provide oversight and direction to all fundraising channels, including annual giving, major giving, special events, and corporate giving.
3. Assist board and volunteer committees in fundraising and outreach activities, including securing event sponsors, making connections, and identifying volunteers and program supporters.
4. Partner with the Executive Director to develop board member skills and motivation to secure support for the mission of the organization through training, mentoring, and one-on-one relationship-building.
5. Supervise and monitor the effectiveness and performance of the Marketing Manager.
6. Oversee the design of marketing collateral and materials to enhance organizational visibility to donors, board members, referral sources, and clients.
7. Oversee management of e-marketing, social media tools, and the fund development database.
8. Recruit and train key volunteers, including event chairs, board, and committee members.
9. Create and execute annual development, volunteer, and marketing plans to support organizational growth and sustainability.
 - a. Ensure that the approved plans are being implemented, monitored, evaluated, and revised as needed for continuous quality improvement and achievement of stated goals.
10. Work with the Executive Director to establish the expense and income budgets to support department operations
11. Effectively communicate fund development, marketing, and volunteer goals, strategies, and progress to board, staff, and committees to ensure buy-in at all levels of the organization.
12. Complete other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Must have strong management and interpersonal skills, excellent verbal and written communication abilities, and demonstrated success in all major aspects of fundraising and marketing communications.
- Must be a strategic thinker/problem solver who is capable of multi-tasking and functioning in a fast-paced, quickly changing environment.
- Experience with grant writing and fund development software is preferred.
- Must have strong computer skills, including word processing and database management.
- Must have experience in volunteer engagement for events and board development.
- Must pass full background check clearance from the FBI and the State of California.
- Must provide copies of valid CA driver's license, and evidence of vehicle insurance and good DMV driving record.

EDUCATION/EXPERIENCE:

Bachelor's degree or higher, plus training in fundraising and marketing or equivalent experience is required. S/he must have a minimum of three years' experience in fund development and marketing positions, demonstrating skills as a motivator and relationship builder who is able to reach new donors and build existing relationships. The ideal candidate will also bring a track record of securing philanthropic support from individuals and corporations in Orange County, CA. S/he should have a broad knowledge of the Orange County, CA business and philanthropic community.

COMPENSATION:

Salary will be commensurate with experience and education. Benefit package includes medical, dental, and paid vacation.

APPLICATION PROCESS:

Submit resume and salary history to Info@ThomasHouseShelter.org. You will be contacted should you be selected for an interview. No calls, please.

For more information about Thomas House, visit www.ThomasHouseShelter.org.