



## **Development Operations Director Position Description**

**Hours:** Full-Time (40 hours per week),  
**Job Classification:** Exempt Position  
**Reports to:** Executive Director  
**Work Location:** Duvall, WA

### **BACKGROUND:**

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. As one of the few facilities in Eastern King County specifically serving homeless women and children, our organization continues to grow to meet that need. We are committed to increasing our capacity as well continuing to innovate to enhance our services and programs. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

### **POSITION SUMMARY:**

The Development Operations Director will be directly responsible for the overall operations of the Development Office, including direct supervision of staff and growing revenue in five different donor channels: Individuals, Corporations, Foundations, Service Organizations and Churches. The position is responsible for working with the Executive Director, Board of Directors, Development Director, and the development team to implement fundraising and communication strategies for Acres of Diamonds.

### **DUTIES & RESPONSIBILITIES:**

- Work closely with Development Director and Executive Director to develop and implement fundraising strategy to drive revenue growth in major revenue channels such as individuals, corporations, foundations, service organizations, and churches
- Supervise and coach Development team to grow net income relative to fundraising costs
- Develop and implement annual plans and budgets for general fund and capital campaign, including fundraising campaigns such as Give Big, Giving Tuesday and events
- Develop and manage a portfolio of major donor relationships
- Oversee systems for prospecting, research, and pipeline development
- Oversee staff working with grant writer, capital campaign, events, and communications to ensure success in each of these areas
- Establish and maintain vendor relationships, ensuring a strong return on investment, high quality of product, and consistent deliverables

## REQUIRED QUALIFICATIONS

### **Knowledge and Skills:**

- Demonstrated management skills
- Demonstrated budgeting and finance skills
- Demonstrated experience in cultivating and closing major gifts
- Knowledge of current and emerging trends in fundraising
- Knowledge and experience with fundraising software
- Excellent interpersonal skills including the ability to work successfully with staff, management, board members, volunteers, donors, and vendors
- Strong organizational and time management skills with exceptional attention to detail
- Strong computer skills (Microsoft Office)

### **Qualifications:**

- Personal relationship with Jesus Christ and active in a Christian church
- Bachelor's degree preferred
- 3 to 5 years of experience in management/supervisory positions in Development field
- Passion for the Acres of Diamonds mission
- Flexibility to adjust hours to meet deadlines and needs of the organization, including the availability to work occasional evenings and weekends

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

*It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.*