



Position Title: Director of Development

Reports to: Executive Director

Essential Function:

Founded in 1998, Malta House is poised for growth and is looking for a Director of Development professional who wants to make a measurable and meaningful impact in the lives of at-risk mothers and their children.

The Director of Development will serve as the development "face" of Malta House, interfacing with all external and internal stakeholders, leading mid-level and major donor, parish, school, and corporate giving programs. Must be donor-centric and culturally sensitive, with excellent written and verbal communications skills and ability to manage multiple projects and deliverables.

Key Responsibilities:

Grant Writing (10%)

- Serve as grants team overflow, writing grants and grant progress reports during times of excessive volume.
- Develop and maintain a toolkit of standard documents and information to support the development of funding bids.

Corporate and Major Gifts (20%)

- Develop opportunities for both corporate and major gift investments.
- Research appropriate companies and potential major gift supporters through a variety of means, including wealth screen, rating and ranking, and other tools.
- Develop a portfolio of corporate and major donors tiered based on capacity, affiliation, and affinity. Determine corporate and major donor "natural partners" and assist in managing that relationship. Maintain a portfolio of their own as well.
- When needed, contact companies and donors to request support.
- Work with Malta House staff to steward corporate and major donor relationships to update them on their support and ensure ongoing and continued commitment to Malta House.

Mid-Level Giving Program (20%)

- Establish a Mid-Level Donor Program for Malta House by determining Mid-Level giving parameters (\$1,000 - \$10,000 in Annual Giving), the process for cultivating and stewarding Mid-Level donors, and solicitation upgrade strategies.

Community Fundraising (20%)

- Develop and promote appropriate (and cost-effective) fundraising opportunities and activities to engage individuals and groups in raising funds for Malta House.
- Oversee the Malta House Parish speaking program, including second collections through scheduling presentations in coordination with the Development Assistant, ensuring presentation materials are prepared, and either presenting and/or organizing a speaker's bureau of volunteers to provide the presentations.
- Organize school "Dress Down Days" to ensure Malta House continues to expand its reach among school communities.
- Promote these fundraising activities.
- Maintain regular communication with individuals/groups involved in fundraising to ensure their ongoing commitment.

Building a Culture of Philanthropy

- Fosters a culture of philanthropy throughout the organization, including staff, Board, and volunteers, and creates a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program including cultivation and communications.

Public Relations (15%)

- Manage all public relations for the organization, including increasing the profile of Malta House in the tri-state area.
- Support the Executive Director to serve as the face and voice of Malta House in the communities served and by which Malta House is supported by civic, professional, religious, and social groups to explain program direction, funding needs, and volunteer opportunities/participation.
- Oversee monthly house tours, informational sessions, and house parties.

General Fundraising Administration and Supervisory Responsibilities (15%)

- Provides general oversight of all the organization's fund development activities, manages the day-to-day operations of the development function, and monitors the adequacy of strategies and tactics.
- Serves as a member of the senior staff, helping the Executive Director to drive the strategic direction of Malta House.
- Oversees and plans the work of the Development Assistant and Volunteer Coordinator and Community Engagement Manager (both full-time positions) as well as conducting performance evaluations that are timely and constructive.
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors, and ensures compliance with the code of ethical principles and standards of professional conduct for fund development and fundraisers.
- Ensures establishment of and compliance with the organization's fund development and philanthropic principles, policies, and procedures.
- Assures stability by creating a work environment that is rewarding to staff and volunteers.
- Fosters a smoothly operating development function through timely and effective resolution of disruptions.
- Appropriately represents the institution, its board, and executive director to donors, prospects, regulators, development committee(s), fundraising volunteers, and the general public.

Required Skills/Qualifications:

- Bachelor's degree required.
- A minimum of five years' experience in fundraising/development for an organization (non-profit experience preferred).
- Experience managing and developing staff.
- Proficiency with Microsoft Office, Google Suite, and virtual meeting platforms
- Extensive knowledge of fundraising strategies and principles.
- Experience writing and managing grants, developing mid-level and major donor portfolios, and project management
- Strong research/analytical skills and the ability to apply knowledge to the organization's funding goals.
- The ability to be self-motivated.
- Excellent attention to detail.
- Excellent communication and strong writing skills.
- The ability to work as part of a team and engage multiple stakeholder audiences such as staff, Board members, and volunteers.
- The ability to think and operate strategically and coordinate multiple efforts maximizing strategic outcomes.
- Commitment to the mission you are representing.

Compensation/Benefits:

This is an exempt, full-time, benefit eligible position with a salary range of \$75,000 - \$85,000 based on experience.

Applying for this position:

Please submit a resume and cover letter to: <https://www.ziprecruiter.com/job/d53a0fe0>

Completion of a background check is required.

Malta House, Inc. does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

Malta House, Inc. is an equal opportunity employer and complies with all applicable federal and state fair employment practices and laws. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases or race, color, gender, national origin, age, religion, disability, veteran's status, sexual orientation, gender identity, or gender expression.