



**Title:** Director of Fundraising & Development  
**Type:** Full-time, benefits-eligible  
**Location:** Norwalk, CT  
**Work type:** Onsite  
**Pay Range:** \$80,000 - \$100,000 per year

### **About Malta House**

Malta House promotes the dignity of human life by providing a nurturing home environment, support services and independent living skills to pregnant and parenting mothers of all faiths and their children.

Mothers at Malta House receive counseling, financial education, and parental development followed by transitional and post-residential support.

### **Job Overview**

The Director of Fundraising & Development is a full-time, benefits-eligible position, responsible for developing the strategic vision for Malta House's development and fundraising in collaboration with the Executive Director and Board. The person in this position will be responsible for the execution of plans supporting that vision, and for providing leadership for the planning and implementation of all aspects of fundraising and development initiatives. The person in this role will join the Executive Director in serving as the face of Malta House to the community and to donors, and must be available to attend events outside of regular business hours as needed.

The Director of Fundraising & Development will manage staff, contractors and volunteers. Responsibilities will include establishing, maintaining and analyzing key metrics of all fundraising activities and development programs; ensuring compliance with all relevant regulations and laws, maintaining accountability standards to donors, ensuring compliance with the code of ethical principles and standards of professional conduct, stewarding relationships with potential and current donors, and fostering a culture of philanthropy and relationship building within the organization and with donors; also responsible for grant writing and proposal development.

### **Qualifications**

\* Excellent communication, collaboration and relationship building skills

- \* A Bachelor's degree or equivalent experience
- \* A minimum of 10 years experience in fundraising/development
- \* Experience managing and developing staff
- \* Extensive knowledge of fundraising strategies and principles
- \* Experience writing and managing grants
- \* Project management experience
- \* Strong research and analytical skills

The successful candidate will be passionate about the mission of Malta House. This person will also have the ability to work as part of a team and engage stakeholder audiences across staff, Board member, and volunteer populations. Proficiency with Microsoft Office, Google Suite, virtual meeting platforms and other fundraising software solutions (Little Green Light preferred) will also be needed in this role.

### **Equal Opportunity Employer**

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.

To apply, please visit <https://www.maltahouse.org/jobs>, select the job and click on Apply.