



Helping Families and Communities Heal After Tragedy

Voices Center for Resilience (VOICES) Director of Development Job Description

Voices Center for Resilience is seeking a Full-Time Director of Development in our New Canaan, CT office.

Voices Center for Resilience (VOICES) is a nationally recognized non-profit that provides long-term support services and access to mental health care and resources for thousands of victims' families, survivors and responders impacted by 9/11. VOICES leverages its expertise to assist individuals and communities impacted by other tragedies, working with our partners in the United States and abroad. Our three business lines include support services, educational events and trainings.

The Director of Development works collaboratively with VOICES Executive Director, Board of Directors and our staff to lead all fundraising and financial resource development efforts. This role is responsible for designing and executing a comprehensive development strategy that supports the organization's mission, programs, and long-term sustainability. This is a hands-on leadership role for someone who can think strategically and execute tactically building donor relationships, writing proposals and tracking data. The candidate must be passionate about our mission and interested in expanding professional expertise to help us serve those impacted by traumatic events. The Director of Development reports to the Executive Director.

Key Responsibilities include:

- Work with Executive Director and Board to secure major gifts and stewardship plans
- Develop and lead overall fundraising and public relations strategy
- Execute annual giving program and fundraising campaigns, including donor cultivation events with a nationally segmented focus
- Diversify funding streams – individuals, foundations, corporations, campaigns, etc.
- Help plan annual fundraising events – Luncheon, Golf Outing, Symposium, Gala
- Manage existing donor relationships and cultivate new donors
- Provide reports on fundraising progress, trends, projections
- Maintain development database and donor acknowledgement letters

Qualifications:

- Bachelor or Master's degree with five years of development and public relations experience, preferably for a non-profit organization
- Highly effective organization, multi-tasking, attention to detail, oral and written communication
- A team player with strong interpersonal skills
- Must be able to anticipate, plan, prioritize and react to changing needs and situations with professionalism and integrity
- Proficient in M.S. Word, Excel and PowerPoint
- Experience using relational databases

This is a full-time based in our New Canaan, CT office with an annual compensation range of \$90,000 to \$100,000. The Director of Development is expected to meet with existing and prospective donors about 50% of the time. The position includes medical coverage, paid sick time, vacation days, personal days and paid holidays.

If you are ready for an extraordinary professional experience in a growing organization, we look forward to meeting you. For more information, visit: www.voicescenter.org.

Interested applicants should send a resume and cover letter to resume@voicescenter.org