



Job Prospectus for Director of Development

Compass Center
210 Henderson Street
Chapel Hill, NC 27514
<https://www.compassctr.org/>



Compass Center

Position: Director of Development

Hiring range is \$64,000 - \$70,000

Applications will be accepted until position is filled.

The Opportunity

Compass Center seeks a skilled and energetic Director of Development, an organized builder, who approaches and executes development work with vision, commitment and an entrepreneurial spirit. The successful candidate will have broad personal experience in the key areas of a nonprofit development program, especially major gifts, annual fund, and special event management. The candidate is expected to have experience that will help Compass Center create and implement new resource development and communications programs to expand its reach within Orange County. The role is hands-on, requiring significant personal outreach to develop enhanced awareness of the importance of the Center's mission and the long-term benefits of its programs to the community. The next Director of Development will possess the energy and expertise to support an experienced staff and strong volunteer culture centered on providing services that promote a mission to help all people navigate their journeys to economic and inter-personal self-sufficiency, safety, and health. Proven fundraising success and a



demonstrated commitment to equity and anti-racism in prior work is essential. Familiarity with issues of domestic or gender violence is beneficial but not a requirement.

Compass Center

Compass Center was created by the 2012 merger of The Women's Center and the Family Violence Prevention Center to promote gender equity through a blend of empowerment resources and services. We offer services to all people in a welcoming, safe and confidential environment. Located in Chapel Hill, NC, and serving Orange County, Compass Center provides career and financial education, domestic violence crisis and prevention programs, assistance with legal resources, and youth sexual health education programs. Across all of its programs, Compass Center serves approximately 5,500 people each year. Our core services include:

- **Education:** middle school programs on youth sexual health and empowerment related to safe relationships and community education for adults on domestic violence prevention, among other programs.

- **Domestic violence:** a 24-hour Hotline, crisis counseling and safety planning, short-term emergency housing, help with Domestic Violence Protective Orders, civil and criminal court accompaniment and advocacy and support groups with childcare.
- **Self-sufficiency:** career and financial counseling and workshops, legal information, and referral services that provide support and information to empower those accessing them.

Compass Center is committed to including racial equity goals in our organizational goals as a next step in addressing the impact of racism and oppression and becoming catalysts of change across our organization, the community, and larger society. Our new Executive Director, onboarded in early 2022, has significant experience in justice-based organizing and training and upholds the values of full bodily autonomy and integrity as we work to fulfill our mission and serve the community.

Compass Center’s 2022-2023 annual budget is \$1.8 million, representing approximately 28% in government (state, federal) grants, 31% in corporate and foundation grants, 13% in private grants, and 28% in individual philanthropic giving. In 2021 Compass Center successfully completed a \$1 million *Safe Homes, New Lives Campaign* to provide short-term emergency housing for survivors of domestic violence and their children. In FY21-22 Compass Center served 1528 victims/survivors of domestic violence – a 14% increase from the previous fiscal year.



Learn more about our services, impact, staff and board at www.compassctr.org.

Primary Duties and Responsibilities

The new Director of Development will join a team of passionate professionals and volunteers. The successful candidate will bring to the team proven fundraising expertise; a spirit of inclusion, integrity and transparency; a strategic and collaborative management style; and a drive to understand the needs of the individuals and communities that Compass Center serves.

The Director of Development reports to the Executive Director, supervises a Development and Communications Coordinator, and is an integral member of the staff administrative team (Executive Director; Associate Director of Domestic Violence Crisis Services;

Associate Director of Stability Programs; Director of Development; and Grants Director) who collectively manage 25 staff members. A dedicated team of more than 200 volunteers help teach self-sufficiency and financial literacy courses, provide support for legal and court issues, and help ensure that the Domestic Violence Hotline is available 24 hours a day.

The Development Director oversees initiatives to strengthen the financial stability of Compass Center by working with the Executive Director to establish goals and work plans



that support a comprehensive fundraising program. The Director of Development plans and directs all fundraising activities including individual donations, major gifts, special events, corporate giving, foundation grants and other fundraising opportunities, and participates in organizational strategic planning and decision making. Knowledge and use of current best practices from the field of philanthropy is expected.

The Development Director develops and maintains active and productive relationships with board members, donors, staff, volunteers and key members of the greater Orange County/Triangle communities. The Development Director works with the Development and Communications Coordinator to ensure that the Center follows an integrated communications plan that supports and enhances all areas of the organization.

Specific areas of focus include:

Fundraising

- Develops and executes a comprehensive annual fundraising plan and special events.
- Manages all strategies and activities for donor cultivation, solicitation, and stewardship.
- Works with the Executive Director to build relationships with and develop proposals for major gifts from individuals, foundations, and corporations.
- Creates and executes strategies to substantially expand the base of annual support from individuals.
- Develops and coordinates major gifts, corporate giving, and planned giving programs.
- Identifies and pursues new revenue streams for the organization.

Board Relations

- Works with the Development Committee of the Board of Directors and the Executive Director to develop and meet short- and long-term fundraising goals.

- Works closely with the Development Committee Chair to maximize the talents of board members such as community outreach, donor cultivation and expanding the donor base at all gift levels.
- Assists with the recruitment, orientation and development education of board members.
- Provides timely and accurate reports to the Executive Director, board and board committees.

Development Office Infrastructure

- Coordinates office systems to support all development projects and operations.
- Manages donor tracking and gift record-keeping, including all development databases and files.
- Oversees the management of gift processing and timely donor acknowledgement programs.
- Oversees and participates in development research activities.

Special Events

- Plans and executes all special events related to development, including the establishment and oversight of planning subcommittees for special events.
- Understands the importance of choreographing events to ensure that all Compass Center representatives have defined roles and are fully engaged to achieve the optimal benefit from each event.
- Works with the Executive Director to establish budgets and revenue goals including sponsorships for special events and projects.
- Manages vendor relationships and communications with all parties for special events.



Public Relations, Marketing, and Advertising

- Supervises and assists the Development and Communications Coordinator in creatively managing Compass Center’s public presence, with a strong focus on the website and social media.
- Works with board/volunteer committees, the Executive Director and Development and Communications Coordinator to increase public awareness of Compass Center’s contributions to the community’s well-being through the impact of its programs.
- Cultivates and expands donor networks and promotes opportunities for financial and other resources to be directed to the organization.
- Ensures quality production of all organizational and development-related publications and communications.

Position Requirements/Desirable Attributes

- At least 5 years of experience in nonprofit fundraising or other relevant positions.
- Bachelor's degree preferred.
- Strong knowledge of fundraising strategies and best practices, donor cultivation, solicitation, stewardship, and event planning.
- Evidence of growing an unrestricted giving program, in both dollars and numbers of donors.
- Experience leading major gifts fundraising and familiarity with planned giving programs.
- Demonstrated excellence in organizational and managerial skills.
- Working knowledge of corporate fundraising, family and private foundations and grant writing.
- Experience addressing audiences of varying sizes.
- Excellent written, verbal, and interpersonal communications skills.
- Ability to work effectively with and appreciate people of all backgrounds.
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook), fundraising databases (familiarity with Network for Good highly desirable), and social media/e-communications.
- Strong personal interest in economic self-sufficiency and interpersonal violence prevention and response for all people.
- Politically savvy and willing to advocate with elected officials and government staff.
- Excellent listener and exceptional communicator.
- A networker who inspires, educates, and moves people to act.

Salary and Employee Benefits

The salary range for this leadership role is \$64,000 to \$70,000 and will be commensurate with the candidate's competencies and experience.

Additionally, Compass Center provides a comprehensive benefits package which includes medical, dental and vision coverage (all 100% employer paid); life, accidental death and disability, and short term disability insurance (all 100% employer paid); 403b retirement plan (not matched by employer); paid time off (increases annually during employment); paid parental leave; and fourteen (14) paid holidays per year.

Equal Employment Opportunity

Non-Discrimination Policy

Compass Center actively encourages diversity in all of its hiring decisions. It provides equal employment opportunities to all employees and applicants for employment without regard

for race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information or veteran status.

Applications

In one document, please submit a cover letter (*including how you learned about this opportunity*) and your resume.

Send applications via email to:

Christian D. Adams, MSW

Executive Director

director@compassctr.org