



Job Posting JCADA Director of Development

For 23 years, JCADA has served the Greater Washington, DC community by empowering survivors of intimate partner violence (IPV) to live safely while educating youth about healthy relationships. JCADA provides free direct services such as counseling, legal and advocacy support to victims of IPV. JCADA also educates the community about the warning signs of abuse, the components of healthy relationships, and appropriate responses to victims of intimate partner violence. JCADA is currently 70% supported by government grant revenue and has a 2023 budget of \$2.1 million. We are looking for a teammate to help ensure our financial stability as we strengthen our services in Maryland, DC, and Virginia. More information about JCADA may be found at jcada.org.

Position Description

JCADA is hiring its first full-time Director of Development. The person in this position will create and execute strategies to dramatically enhance the organization's fundraising efforts, including both institutional and individual giving, and building a legacy and endowment program. This is a full-time, hands-on role within a small, energetic team. The position will report to the Executive Director. The Director of Development will work closely with JCADA's Grants Manager, who is responsible for government grant writing and reporting, collaborate with the Outreach and Partnership Coordinator to implement strategies that are integrated with fundraising and meet regularly with the finance team. With the understanding that different candidates may excel in different fundraising areas, JCADA seeks candidates who can lead and support the following strategies:

- Develop and execute annual and long-term development strategies that grow and diversify fundraising revenue streams, to include foundation support, major gifts, planned giving, and online donations.
- Regularly evaluate and report progress of fundraising activities, and track/manage data in the organization's fundraising database.
- Actively contribute to forecasts and discussion during the annual budgeting process.
- Manage database of current and potential supporters.
- Partner with others on JCADA's staff, including consultants, the Grants Manager, and/or the Director of Strategic Operations to complete and submit foundation grant proposals.
- Ensure timely completion of gift acknowledgements, reports, etc.
- Proactively steward relationships with existing donors while cultivating new relationships.
- Develop, implement, and grow the annual giving program, monthly giving (JCADA Heroes program), matching gifts and related strategies such as our membership program Friends of JCADA.
- Support the Executive Director in major gift solicitations.
- Develop and produce relevant and informative fundraising literature for distribution to donors and the public.
- Engage the Board of Directors with the fund development process as needed.
- Collaborate with the Manager of Outreach and Partnership and the Director of Strategic Operations to create an online fundraising strategy that optimizes the website, social media and other digital tools as relevant.
- Conceptualize and execute small and mid-size fundraising events, including solicitation of event sponsors as needed.

www.jcada.org | PO Box 2266, Rockville, MD 20847

Office: 301-315-8040 or jcada@jcada.org | Services: 1-877-885-2232 or support@jcada.org



Ending Intimate Partner Violence • Empowering Survivors • Ensuring Safe Communities

Key Attributes of Successful Candidates

A successful candidate will be an innovative, entrepreneurial, outgoing, and creative leader who brings demonstrated success in fundraising and communications. A passionate advocate for the vision and core values of JCADA, they must be adept at working closely with board, staff, and volunteers, developing new constituencies, and communicating widely to a variety of stakeholders.

Minimum Qualifications:

- Seven to ten years of progressively responsible experience in fundraising. Please do not respond to this position announcement if you do not have experience in nonprofit fundraising. The Director of Development will be expected to successfully ask for financial and in-kind contributions.
- Excellent communications and interpersonal skills, including donor stewardship.
- Demonstrated ability to raise funds for organizations through the income streams described above.
- Deep commitment to JCADA's core values and ability to model those values in relationships with colleagues and partners.
- Demonstrated project management skills, flexibility, and a diplomatic and professional approach to problem solving.
- Outstanding organizational skills and attention to detail.
- Outstanding writing skills, with an ability to articulate a strong narrative.
- Proven ability to meet deadlines and work both independently and in a collaborative environment.
- Ability to practice discretion and sound judgment with financial information.

Salary: \$100,000-120,000 plus benefits, including: short-term disability, long-term disability, life insurance, medical, dental, and vision insurance plan, SIMPLE Individual Retirement Account with match up to 3%, unlimited paid time off, and more.

This position is hybrid, combining regular in-person presence at our Rockville, MD office with the option of at least three days of remote work each week. The ability to travel around the Greater Washington area to meet donors is required. Some nights and weekends may be required.

JCADA is an equal opportunity employer.

JCADA is committed to providing high quality services to all residents of the Greater Washington, DC community without regard to race, national origin, ability, background, faith, gender, sexual orientation, gender expression, or gender identity.

Please send your resume to jobs@jcada.org with the subject line "JCADA Director of Development – Your Name" and include a cover letter in the body of the email telling us why you are interested in the position.

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