



The Northwest Center

Serving Women in the DC Area for 40 years

Position Description: Development Director

Location: Washington, DC

Reports to: Susan Gallucci, Executive Director

About The Northwest Center

The Northwest Center seeks to promote the dignity of women and a respect for all human life. We seek to accomplish this goal by offering the loving support and comprehensive aid necessary to enable all women to continue their pregnancies, deliver healthy babies, and adequately care for themselves and their children.

Founded in 1981, The Northwest Center has helped more than 59,368 women and children in the Washington, DC area. We operate two complementary programs, a pregnancy resource center and a maternity home, with a combined annual budget of approximately \$300,000. Our pregnancy resource center provides counseling and material assistance, and we connect our clients to prenatal care, medical and legal services, educational opportunities, job training and child care. Our maternity home provides housing and comprehensive assistance to mothers and their babies.

Our programs are designed to be more than a “band-aid solution,” rather we strive to effectuate real change in the lives of the women and children we serve. The goal of our programs is to enable our clients to achieve self-sufficiency, which we define as having sustainable employment, adequate health care and viable housing for themselves and their child(ren).

Position Summary

The Development Director is responsible for sustaining and growing The Northwest Center’s pool of foundation and individual donors. She/he will be responsible for helping develop and implement a fundraising plan, with the guidance of our Board of Directors, aimed at growing the donor base and pool of major donor and foundation prospects. The fundraising plan will consist of, but not limited to: events, direct mail and online solicitations, personal letters and meetings. The Development Director will be responsible for identifying, cultivating, and recognizing existing and potential individual donors and foundations, strengthening The Northwest Center’s entire development operation. The Development Director will work with other staff, board members, and stakeholders to maintain a consistent message about the importance of donors in fulfilling the mission of The Northwest Center.



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Duties & Responsibilities

- Provide leadership, coordination, and execution of The Northwest Center's development program to meet short- and long-term fundraising goals.
- Plan and oversee all fundraising events.
- Develop and implement a system for identifying, cultivating, soliciting, and recognizing both existing and prospective individual donors, in the Washington, DC area (and potentially nationwide), through a variety of channels including, but not limited to: mail, email, and personal meetings.
- Personally manage a portfolio of major individual donors.
- Develop and implement a system for identifying, cultivating, applying to, and reporting to existing and prospective foundation donors both in the Washington, DC area and nationwide.
- Systematize and maintain The Northwest Center's donor database.
- Implement and systematize a major donor club structure to recognize and cultivate major donors to The Northwest Center.
- Communicate with The Northwest Center's Board of Directors to support the development work of the Board.
- Convey a unified message and narrative to major donors that encompasses both the mission of The Northwest Center and its programmatic functions.
- Manage The Northwest Center's online and social media presence.
- Represent The Northwest Center at public events.
- Manage any volunteers tasked with fundraising activities.
- Other duties as assigned.

Qualifications, Competencies & Strengths

Required:

- Bachelor's degree from a nationally accredited college/university.
- One to two years of development and/or related nonprofit or marketing experience.
- Passion for the pro-life mission of The Northwest Center, familiarity with pro-life issues and the pro-life sector, and a commitment to The Northwest Center's core values.
- Superior written and spoken communication skills.
- Self-motivation, ability to independently manage tasks and projects, ability to work effectively as part of a team.
- Ability to communicate The Northwest Center's mission and cultivate personal relationships with donors and donor prospects.
- Strong ability to work systematically and implement new systems of organization where needed.
- Proficiency with Microsoft Office.
- Willingness and ability to meet with local donors and prospective donors and engage in direct solicitations.



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Preferred:

- Direct experience cultivating and soliciting major donors and/or foundations.
- Development/fundraising or nonprofit management certification(s).
- Driver's license and ability to drive for donor meetings in the Washington, DC area.

Salary & Benefits

Salary is commensurate with experience. Potential merit bonus of 10% - 50% of base salary.

Application Instructions

Please send cover letter, résumé, writing sample, and references to susan@northwestcenter.net.

This description reflects management's assignment of essential functions, it does not exclude or restrict the tasks that may be assigned.

The Northwest Center is an Equal Opportunity Employer.