



Blanchet House of Hospitality

Job Description: Development Director

Department: Development

Job Type: Regular Full-time, Exempt from Overtime

Reports to: Executive Director

Pay Range: \$95,000 - \$110,000

Benefits Include: Group Medical, Dental, & Vision Insurance, Retirement Plan, Generous Paid Time Off, Paid Holidays.

On-site position; occasional evening and weekend responsibilities required

ABOUT THE ROLE:

The Development Director is responsible for leading and directing the Development team, a passionate and cohesive group of 5-7 individuals, who together drive Blanchet House's fundraising initiatives and strive to annually raise \$7M. In collaboration with the Executive Director and the Development Team, the Director oversees all fundraising efforts including major gifts, corporate engagement, annual giving, grants, legacy giving, volunteer management, community engagement and more.

The right candidate will have experience managing and leading teams, as well as working across departments to collaborate with communications, programs, operations, and finance. This role inherits a strong and mission-driven team and enthusiastic donor base. This position is a member of the senior leadership team and will play an active role in envisioning the success and future of Blanchet House. They are skilled at coaching and cooperatively guiding staff, tracking results, reporting on data and impact, and building personal, mission-centered relationships with donors, board members, volunteers, and staff.

YOUR STRENGTHS & QUALIFICATIONS:

(The ideal candidate has most/all of the following traits and skillsets, even if you don't meet all of these, we encourage candidates to apply)

- 5+ years of multi-channel nonprofit fundraising experience
- 2+ years of leadership experience with high-performing teams
- Demonstrated success personally soliciting and securing six-figure gifts from individual donors
- Adept at connecting and communicating with various partners and supporters, landscape of local fundraising network preferred
- A willingness to step up and fill any gap across the organization when needed, from front-line community engagement to volunteering in our café and shelter locations
- Able to work effectively in a trauma-informed environment and with individuals in recovery
- Able to build authentic relationships with donors, volunteers, staff, and community partners.
- Organization and time management - prioritize and work on multiple projects to completion
- Strong sense of responsibility, commitment, and follow through.
- Very strong emotional intelligence skills, self-awareness, and collaboration

THE POSITION



DAY-TO-DAY:

- Leads organization wide efforts to enhance fundraising performance
 - Leads strategic planning and execution of Blanchet House fundraising programs, major and leadership gifts, legacy giving, and special campaigns.
 - Thoughtfully supports Development Team members through regular check-ins, annual reviews, and accountability for shared and individual development goals.
 - Manages portfolio of major donors and closely collaborates with Executive Director to steward top donor relationships and lead gifts. Develops and employs prospect management processes to effectively cultivate prospects and donors.
 - Supervises efforts including, but not limited to, events, grant funding, emerging and medium gifts, recurring giving, database hygiene, corporate partnerships, and volunteer management.
 - Collaborates closely with Communications & Marketing team on campaign strategy.
 - Ensures compliance for all restricted commitments, financial standards, and legal requirements.
 - Establishes metrics and examines performance reports to evaluate fundraising success. Prepares reports for leadership team and Board.
 - Co-leads the Board Development Committee and supports Board of Directors fundraising
- Provides project leadership and management in support of Blanchet House's mission, vision, and strategic objectives
 - Works closely with other senior leaders to set the direction of Blanchet House.
 - Collaborates with the Executive Director and the Director of Marketing & Communications on various initiatives. e.g. our upcoming 75th anniversary celebration.
 - Designs and leads collaborative, complex, and diversified projects, coordinating the work of other staff members and professionals, managing budgets, and ensuring accountability.
 - Supports organizational budget planning process to maintain financial sustainability. Plans and monitors department budget.
- Be available to work nights and weekends when necessary for donor-facing events.

BIG PICTURE OPERATIONS:

- Strive to continually uphold Blanchet House core values and workplace agreements.
- Interact with guests in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience.
- Promote and protect the confidentiality and privacy of volunteer, donor, and Blanchet information.
- Supports the overall success of Blanchet House's development team's fundraising efforts.

OUR PROFESSIONAL COMMUNITY:

Blanchet House staff members foster a professional community and contribute to the organization's well-being. They advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality. They develop and promote professional, collaborative, and collegial relationships with one another, our organization, and the communities we serve. Staff members exhibit a growth mindset, and respect and work effectively with people from different cultures and with different perspectives and experiences. They learn from and build on diverse cultural and community perspectives and experiences.

OUR ENVIRONMENT:

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or



addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of an individual's race, ethnicity, religion/fait, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

PHYSICAL DEMANDS:

Physical requirements are consistent with physical duties needed from general office staff.

REASONABLE ACCOMMODATION:

Blanchet House is committed to providing reasonable accommodations for pregnant individuals and individuals with disabilities, including during the application process. If you need reasonable accommodations to participate in the application or interview process, please send an email with the subject line "**Reasonable Accommodation Request**" to bryan@sasquatchhr.org.

INTENTIONAL EQUITY:

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.

OUR VALUES:

- **Hospitality** We welcome everyone into our home with kindness and compassion.
- **Dignity** We respect the inherent value of everyone inside and outside our organization.
- **Hope** We foster optimism and the belief that good things can happen when we work together.
- **Integrity** We are honest, reliable, and trustworthy.
- **Community** We build relationships and strive toward common goals.
- **Authenticity** We honor everyone's right to be their unique self.

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

No phone calls please.

Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy,, national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.