



*Our Mission -  
To empower women to achieve life changing recovery through proven  
treatment and critical support services.*

**Job Title:** Director of Development  
**Reports to:** Executive Director  
**Job Classification:** Non- Exempt

---

**Position Summary:**

Plan, direct, or coordinate activities to solicit and maintain funds for special projects.

**Job Duties:**

- Responsible for planning and execution of fundraising events and campaigns, including the Amazing Chase, spring luncheon, direct mail and others as assigned.
- Coordinates the receipt of donations with Executive Director. Secures donations as opportunities arise. Develops and maintains relationships with donors and potential donors as they contact St. Monica's.
- Assists Executive Director with donor mailings and donor calls as requested.
- Coordinates and oversees volunteer efforts, including matching volunteers with appropriate tasks, scheduling volunteer hours, and maintaining any required documentation for St. Monica's and as requested by the volunteer.
- Provides outreach and promotion of St. Monica's specialized services to community, including participation in job fairs.
- Perform general administrative and clerical duties and errands, including assistance with grant applications and reports; maintain calendars, timelines, task lists and spreadsheets; website and social media; print and online communications.
- Develop basic understanding of donor database and ability to enter donations and produce thank you letters and other correspondence in a timely manner.
- Manage in-kind gifts (holiday gifts; household/client needs, special activities, etc.)
- Occasional weekend and event responsibilities will be a part of this position
- Communicate key client issues/concerns to mentor and clinical staff to assure engagement
- Provide administrative support as needed

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.



- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica’s Home in the organization’s objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

**Position Competencies:**

- Verbal communication
- Written Communication
- Organizational Skills

**Education and Experience:**

- High School diploma or equivalent; Associates Degree in Human Services Field OR minimum 2 years’ coursework in Human Services Field OR 2 years’ experience in Human Services Field required; Bachelor’s degree preferred.
- Must be at least 21 years of age.
- Driver’s license and valid insurance required upon hire.

**Physical Requirements:**

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

***St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.***

<b>EMPLOYEE SIGNATURE:</b>	
<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>	

<b>Creation Date: 06/2022</b>
<b>Next Review Date: 06/2023</b>

