



**Position:** Development Director

**Reports to:** Co-Executive Director, Finance & Administration

**Classification:** Full-time, exempt from FLSA

**Position Summary:** The Development Director leads Compass Center's private fundraising strategy, driving revenue growth through individual, corporate, and foundation giving. This role is responsible for donor cultivation, solicitation, stewardship, and development operations, including fundraising events and campaigns, donor communications, and data management. The Director collaborates closely with the Co-Executive Directors, Grants Manager, staff, and board to foster a culture of philanthropy and ensure alignment with Compass Center's mission.

**Work Conditions:** Hybrid work from home (1-3 days) and in-office in Chapel Hill or in community/at events (1-3 days). Periodically move boxes and bags weighing up to 30 pounds; ascend/descend stairs as needed. Some evening and weekend hours required for fundraising events, donor engagements, and other development-related tasks.

**Benefits:** 100% paid health, vision and dental insurance (no employee contribution required). ~5 weeks paid time off, additional paid day off each month, 14 paid holidays per year. Paid parental leave, paid safe leave (domestic violence/sexual assault/stalking) and short-term disability benefits. Option to participate in 403(b) Retirement Savings Plan.

**Salary:** \$68,000

## Essential Job Duties and Responsibilities

### Fundraising and Resource Development

- Develop and implement an annual fundraising plan aligned with Compass Center's budget and strategic plan.
- Identify, cultivate, solicit, and steward donors across all levels, including individual, corporate, and foundation support; personally manage relationships and solicitations with major donors and prospects.
- Manage and expand recurring giving programs, mid-level donor strategies, and annual giving initiatives.
- Plan and execute special fundraising events and campaigns, managing logistics, budgets, and timelines.
- Collaborate with the Grants Manager and Co-Executive Directors to ensure alignment between private fundraising, institutional fundraising, and long-term revenue diversification goals.
- Support the development of social enterprise and other income-generating projects, including engaging donors or sponsors and laying groundwork for future capital or capacity-building campaigns.

### Donor Communications & Stewardship

- Develop and implement donor stewardship plans, including timely acknowledgements, impact updates, and relationship-building touchpoints.
- In partnership with the Communications Contractor and other staff to create compelling donor-facing materials (e.g., mail and email appeals, newsletters, impact reports, digital fundraising, and social content) that communicate Compass Center's impact and funding needs.
- Coordinate donor recognition efforts, including public acknowledgements, event recognition, and individualized thank-you outreach from staff and board members.

### Board & Committee Engagement

- Partner with the Development Committee and Co-Executive Directors to set and track short- and long-term fundraising goals.
- Support and engage board members in donor identification, cultivation, and solicitation activities; provide tools, talking points, and training as needed.

- Attend board and committee meetings as needed and prepare regular development reports and dashboards for the Co-Executive Directors, board, and Development Committee to inform decision-making and monitor progress toward goals.

#### **Development Operations & Data Management**

- Oversee development operations, including CRM database management, gift processing, tracking, reporting, and acknowledgements.
- Ensure accurate donor and prospect records, reconcile contributions with Finance, and support audit and compliance requirements.
- Identify and implement process improvements to enhance data integrity and operational efficiency.

#### **Organizational Leadership & Collaboration**

- Collaborate with administrative and program staff to execute and periodically update Compass Center's strategic plan, with focus on revenue growth, sustainability, and diversification.
- Partner with program staff to understand program models, outcomes, and emerging needs and translate them into compelling cases for support.
- Represent the organization at community events, meetings, and with partner agencies to increase visibility and cultivate relationships that can lead to philanthropic support.
- Participate in agency-wide responsibilities as needed, including office and business line coverage, bank deposits, evening or weekend commitments for events, meetings, or urgent organizational needs.

### **Qualifications**

- 3-5 years of development, fundraising, revenue generation, management of mission-driven nonprofit programs, and/or donor, funder, or partner relationship management.
- Demonstrated success in relationship-building and external engagement with diverse stakeholders (e.g., donors, sponsors, clients, families, community partners, volunteers), with the ability to move people from interest to commitment.
- Excellent written, verbal, and interpersonal communication skills; strong project management skills; and the ability to lead while being a strong team player.
- Knowledge of corporate fundraising, family and private foundations, and grant writing is a plus.
- Experience with trauma-informed processes and sensitivity to workplace dynamics when working with people of diverse backgrounds.
- Ability to work effectively with people of all backgrounds.
- Strong administrative skills, attention to detail, and self-motivation, with the ability to set priorities and manage multiple tasks under minimal supervision.
- Proficiency in Microsoft Office or Google Workspace (Word/Docs, Excel/Sheets), fundraising databases (familiarity with Network for Good is highly desirable), and social media/communications platforms.
- Bachelor's degree preferred, or an equivalent combination of education and relevant experience.

We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.

**To apply: Send a cover letter, resume, and three professional references to [employment@compassctr.org](mailto:employment@compassctr.org) and include the job title in the subject line. No phone calls please. Applications will be accepted until the position is filled; anticipated start date January/February 2026.**