



**InterAct Family Safety and Empowerment Center  
Chief Development Officer  
Position Announcement**

June 4, 2024

Please apply online at:

[InterAct Chief Development Officer](#)



**1012 Oberlin Road, Raleigh, NC 27605**

**[www.interactofwake.org](http://www.interactofwake.org)**

**Candidates are encouraged to apply by June 30, 2024.**

**The firm of [moss+ross](#) has been retained to help with this search.**

**InterAct**  
**Position: Chief Development Officer**  
**Hiring range: \$90,000 - \$100,000**  
**Applications will be accepted until the position is filled.**

**The Opportunity**

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InterAct seeks a new Chief Development Officer to join our team of dedicated, passionate professionals and volunteers in our work to end the cycle of domestic and sexual violence in Wake County North Carolina. We save lives, rebuild lives, and secure safer futures for victims, survivors, and their families.

The Chief Development Officer is the primary fundraiser for the organization and is responsible for leading a development team of two grant writers and a volunteer coordinator. In addition to these team members, a communications manager, grants and data manager, and a database volunteer work with the development team to provide a comprehensive approach.

The Chief Development Officer will work in partnership with the Executive Director and Board Members to plan and execute the organization's fundraising efforts, strategically focusing on short-term goals that build toward the long-term successful development of resources. The next Chief Development Officer will be a motivated team player with a creative, strategic vision, someone who is comfortable leading a team and working both independently and collaboratively, and in close partnership with the Executive Director. The successful candidate will be an exceptional communicator, internally and externally, and have a passion for sharing the impact of InterAct's work to make a compelling case for support.

**About InterAct**

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InterAct has been supporting residents in Wake County since 1978. The organization was created when the Rape Crisis Center, Women's Aid, and Child Abuse Prevention Services merged to create The Family Violence Prevention Center, Inc, which became known as InterAct in 1981.

In 2009, InterAct realized its vision of creating a highly effective model of one-stop, wrap-around services for victims and survivors in Wake County's twelve municipalities. The agency conducted a \$5 million capital campaign to purchase and renovate the former YWCA at 1012 Oberlin Road in Raleigh. With the opening of the Family Safety & Empowerment Center families struggling with abuse can both receive InterAct's crisis intervention programs and continue on to stable, productive, and safe lives through the long-term support of InterAct's nine co-located partner organizations.

Each year, InterAct provides direct service to approximately 7,000 victims and survivors of domestic and sexual violence annually and provides education, training, and outreach to several thousand individuals annually across our community. Our continuum of care includes crisis intervention and safety planning, emergency shelter, individual and group counseling, personal and economic empowerment, court and hospital advocacy, sexual assault forensic examination, and community engagement.

Sixty-three staff members include a senior leadership team with directors of housing, shelter programming, personal and economic empowerment case management, crisis intervention, sexual assault services, court services, and therapeutic services. InterAct's staff is complemented by a host of volunteers, who support our 24/7 crisis lines, guest services, court services, and sexual assault services, including support for our Solace Center, North Carolina's first community-based forensic exam center.

InterAct's 2023-2024 annual operating budget is approximately \$5.8 million with revenue sources from federal, state, and county government, corporate donations, and individual and family foundation gifts. An engaged and diverse 18-member Board of Directors provides governance for the organization.

Visit InterAct's website <https://interactofwake.org/> to learn more about this incredible organization.

## **Position Overview and Primary Responsibilities**

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### **Position Overview**

- Reporting to the Executive Director, the Chief Development Officer is the organization's primary fundraiser and supervises a development team of three. The Chief Development Officer is an integral member of the Senior Leadership Team (Executive Director, Director of People Operations, Director of Finance, and six Program Directors) who collectively supervise 63 paid staff. The Chief Development Officer generates and maintains active, collaborative relationships with board members, donors, prospects, staff colleagues, and volunteers. The new development leader must be energetic, motivated, strategic, and an effective communicator with the ability to champion and share the values, mission, services, and impact of InterAct's work with members of the public and organizational stakeholders.

### **Primary Responsibilities**

#### *Planning and Executing for Financial Sustainability*

- Work closely with the Executive Director, develop, and execute a comprehensive, realistic fundraising plan including measurable goals by evaluating current support, taking into consideration InterAct's diverse sources of revenue, and identifying those with the greatest potential for growth.

- Track progress towards goals outlined in the fundraising plan in focused strategy and progress sessions with the Executive Director.
- Increase the organization's fundraising capacity, by broadening InterAct's base of support, by continuing to diversify revenue streams, and by building individual major donor and planned giving efforts.
- Work closely with members of the Board on fundraising activities, in partnership with the Executive Director.

#### *Leading and Managing the Development Team*

- Lead and supervise a team of three team members (two grant writers and a data development volunteer coordinator) to develop and execute cultivation, solicitation, and stewardship plans for annual, capital, and planned giving donors and prospects.
- Experience in grant research, writing, and review process.
- Monitor and report on the team's progress weekly, monthly, and annually to ensure that all financial goals are achieved, appropriate levels of staff and donor engagement are demonstrated, and individual performance goals are met.
- Maintain knowledge of current best practices, policies, guidelines, and procedures related to fund development activities, and ensure that all development office activities, systems, and procedures strictly adhere to the highest ethical, accounting, reporting, and other applicable standards.
- Oversee fund development office systems and procedures to support all fund development projects and operations, including but not limited to the following:
  - Supervision of donor and gift record-keeping.
  - Coordination of prospect research activities.
  - Oversight of database management and all records, files, and gift processing.
  - Oversight of pledge reminders and acknowledgment processes.
- Develop and implement fundraising training for the Board, Development Committee, and other leadership volunteers and staff as needed.
- Work closely with the Sustainability Committee on fund development ideas, strategies, and implementation.

#### *Leadership Team and Cross-Functional Responsibilities*

- As a member of the Leadership Team, share responsibility for institutional and community relationships by serving as a community liaison and agency representative as requested by the Executive Director. Participate in agency operations, budget planning, and management; and work collaboratively to identify programmatic needs and alignment with funding resources.
- Ensure the identification, recruitment, appropriate training, support, and appreciation of volunteers to assist in fund development activities, including special events and other fundraising programs as needed.
- Build an organizational culture of philanthropy, by outlining everyone's role and responsibility to build awareness of needs, identify funding opportunities, and participate in solicitation and stewardship efforts.

### *Collaboration with Communications/Marketing*

- Work with the Communications Manager to ensure messaging includes the case for support to inspire and engage audiences.
- Collaborate with the Communications Manager to craft all annual and program-focused fundraising collateral, including direct mail messages, electronic and print newsletters, and other communications, the Annual Report, and contribute to website content to support InterAct's fund- and friend-raising goals and activities.

### **Position Qualifications**

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Experienced development professionals who are driven to succeed, motivated to answer the call of increasing needs for InterAct's services, who demonstrate exemplary professional behavior and values, who enjoy being resourceful, creative, and collaborative, and who believe in the mission and impact of InterAct's work are encouraged to apply.

Additional skills and characteristics include:

- Minimum of a bachelor's degree in a related field.
- Minimum of seven years of professional fundraising experience with increasing levels of responsibility. Proven experience managing all aspects of fund development programs and exceeding aggressive fundraising goals required.
- Strong senior-level leadership and supervisory skills, with the ability to mentor, motivate, and mobilize staff toward goal attainment within a specific timeframe.
- Knowledge of and experience in goal-driven environments with experience and demonstrated success in major gift solicitation and grant writing.
- Proven experience developing and maintaining professional, productive working relationships with board members, donors, volunteers, and community stakeholders.
- Excellent oral and written communication skills, exceptional organizational skills, and ability to prioritize duties and multi-task within a complex, fast-paced, rapidly changing work, and funding environment.
- Computer proficiency, including the Microsoft Office suite, Salesforce, internet searches, website navigation, and social media.
- Familiarity with or commitment to becoming knowledgeable and fluent regarding issues of domestic and sexual violence.
- Willingness and availability to work a flexible schedule as needed, including nights and weekends, reliable transportation, and willingness to travel locally.
- Dedication to working effectively with and valuing people of all backgrounds.
- Satisfactory background check, including but not limited to criminal background and driving record screening.

### **The Location**

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The City of Raleigh is the capital of North Carolina, home to several colleges and universities, as well as abundant arts, culture, and recreational opportunities. Fueled by an impressive mix of education, ingenuity, and collaboration, Raleigh and the surrounding

“Research Triangle” region routinely rank among the nation’s best places to live, work, and play. Home to more than two million people, the Research Triangle Park has attracted hundreds of companies to the region helping to make it the largest research park in the United States. Perfectly positioned midway between the coast and the Appalachian Mountains, the Triangle offers residents a beautiful place to call home.

## **Salary and Employee Benefits**

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- The salary range for this full-time, exempt leadership role is \$90,000 - \$100,000 and will be commensurate with the candidate’s competencies and experience.
- InterAct also provides a comprehensive benefits package that includes
  - 100% employer-paid health insurance (PPO and HSA with employer contribution)
  - 100% employer-paid life insurance and short-term disability, and employee options for dental, vision, accident, and long-term disability insurance
  - 403b with a 3% employer match based on gross salary after 120 days of employment.
  - PTO based upon the length of service (12 days for the first year), 13 paid holidays, 2 paid floating, and 2 days of advance leave for new hires.

## **Equal Employment Opportunity Statement**

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### **Non-Discrimination Policy**

InterAct actively welcomes and encourages diversity in all hiring decisions. It provides equal employment opportunities to all employees and applicants for employment without regard for race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

### **To Apply**

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In one document, please submit a [cover letter](#) (*including how you learned about this opportunity*) [and your resume](#). Applications will be reviewed as submitted and will be accepted until the position is filled.

All applications should be submitted using this link [InterAct Chief Development Officer](#)