

## **Monadnock Center for Violence Prevention (MCVP)**

### **Development Manager/Director**

**Position:** This position is indicated at a middle-management level, however, based on qualifications and experience, could be considered for director-level. Reporting to and in partnership with the Executive Director, the Development Director will spearhead development efforts to help build and sustain growth for MCVP.

**Purpose:** Further the mission of MCVP to end violence in our community through direct services and education. Research and write grant proposals for local, corporate, foundation, state, and federal grants. Create and implement a comprehensive development strategy by collaborating with the Board of Directors' Development Committee and the Executive Director. Ensure a brand design and voice to use across all marketing, newsletters, and social media platforms. Establish relationships with key donors, corporate, and philanthropic leaders. Manage aspects of annual fundraising activities, including annual appeals, special event fundraising, planned-giving programs, and major gift campaigns. Identify, solicit, and cultivate donor prospects in partnership with the Executive Director.

#### **Major Responsibilities:**

- Develop and execute MCVP annual fundraising plan, including individual, foundation, and corporate giving and grants (local, state, and federal).
- Manage MCVP's CRM, Network For Good, and collaborate with Business Manager and Data Entry Specialist.
- Develop and maintain ongoing relationships with major donors.
- Create and implement, in partnership with Board of Director's Development Committee and Executive Director, a strategy for large, sustained base of annual donors.
- Oversee organization of special events and fundraising efforts.
- Attend Participating Membership Council (PMC) Development meetings through New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) and community-based programs to expand the outreach efforts of MCVP.
- Practice trauma informed behaviors in the office and when representing MCVP in the community.
- Complete 40 hours of "Foundations of Advocacy" training through NHCADSV in accordance with NH RSA 173C.

**Qualifications:**

- Bachelor's or Master's degree in a relevant discipline, such as Marketing, Communications, Psychology, Nonprofit Management, etc.
- 1-5 years' experience in a leadership position, ideally in a non-profit organization, foundation, or government agency.
- Understanding of the principles and practices of nonprofit development and marketing.
- Passionate about and able to clearly articulate MCVP's mission and role in the community.
- Knowledge of basic principles of domestic violence, sexual assault, stalking, and human trafficking.
- Creative, compassionate team player.
- History of promoting diversity, equity, inclusion, and belonging in the workplace.
- Ability to multitask and prioritize.

**Skills:**

- Strong communication skills, including creative writing talents, and delivering presentations.
- Proficient in Microsoft and Adobe products.
- Experience with Network for Good and/or other CRMs.

**Benefits:**

- Health and dental insurance (to begin after 3 months)
- Retirement contribution (upon completion of first year)
- 4 weeks paid vacation per year (1 week per quarter)

**Compensation:** Manager: \$44,720 - \$62,000 per year paid biweekly.

Director: \$55,000 - \$75,000 per year paid biweekly.