

# Development Director

## She Has A Name

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Columbus OH 43201

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## Core Values

How do we work well together?

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## Essential Duties & Responsibilities

What do I do?

Reporting to the Executive Director, the Development Director will be responsible for the structure and sustainability of She Has A Name (SHAN).

**Expectation of Time** | 15-20 hours per week

**Compensation** | Paid bi-monthly according to SHAN structure

**Schedule** | Weekly established by the individual, published through a shared calendar, and supervised by E.D.

**Direct Supervisor** | Executive Director

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## Grace + Grit

At She Has A Name we believe in the paradox of grace + grit. Grace admits that we all have brokenness in our lives, yet we are loved and valued right where we are. Grace is the driving force behind our work whereas grit is *how* we work. We say yes to new challenges, and we step outside our comfort zone. We work tenaciously because we believe restoration in our city is worth it. We work with grit while walking in grace.

## Perspective

At She Has A Name we have perspective. We remember the bigger picture, the reality that this work is not about us. We exist because we believe that all those impacted by human trafficking have a name, nobility, and narrative. Restoration is possible.

## Community

At She Has A Name community is paramount. We work together to find solutions, we respect each other's time, values, and stories. We believe that not one person or organization can holistically respond to human trafficking. We need our team. We serve each other and set healthy boundaries. As a family, we resolve conflict promptly and graciously. We are for each other.

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## Fiscal Responsibility

- Research and implement best fiscal practices.
- Implement strategy for ethical collection and reporting of donations.
- Develop annual budget with assistance from Board Treasurer and advocate team
- Bi-weekly bookkeeping: Understand Quickbooks software to reconcile organizational revenues and expenditures.
- Print checks utilizing check request system.

## Data Analysis

- Possess a good understanding of the data that should be processed.
- Analyze existing information: Review Quickbooks, Classy, and bank accounts.
- Compile and send monthly reports as directed by Executive Director.

## **Structural Stability**

- Analyze existing processes at the start of each fiscal year and calendar year.
- Submit areas and methods of improvement through Executive Director based on analysis.
- Grant writing: Understand existing partnerships. Seek out new funding sources with knowledge of program's financial needs. Cultivate advocates as grant writers
- Meet with staff monthly to establish communications schedule.

## **Fundraiser Event Management**

- Develop fundraising campaigns - Cultivating monthly donors; Manage micro/kickback events; and others
- Act as the central hub of fundraising event coordination
- Manage financial functions of events including but not limited to ticketing, auctions, raffles, and donations.
- Ensure necessary vendors are booked for all events (venue, caterer, A/V, etc.)

## **Staff Expectations**

- Attend weekly SHAN Staff meetings
- Commit to weekly check-in with Executive Director
- Attend monthly staff development opportunities (conferences, books, seminars, etc.)
- Spend time in community with other staff members (informal and formal, structured and unstructured) to know and serve each other well
- Align with the principles of the Mission Increase Foundation | Attend quarterly seminars, workshops, webinars & coaching sessions

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## **Knowledge, Skills & Abilities**

- Ability to establish and maintain critical relationships both internally and externally.
- Possess trust, integrity, and high ethical standards.
- Broad knowledge of fundraising and grant writing.
- Excellent written and oral communication skills.
- Excellent negotiation and influencing skills.
- Business Knowledge: planning and budgeting.
- Strong organizational skills with attention to detail.

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## **Minimum Requirements**

- Bachelor's degree required and/or relevant experience.
- Knowledge of QuickBooks or similar bookkeeping platform preferred.
- Knowledge of fundraising software such as Classy or similar platform preferred.