Employment Posting

Position: Director of Development
Direct Supervisor: Executive Director
Status: Full-time (40 hours), exempt, with benefits
Base Salary: $85,000; additional based on education, experience, and credentials

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org. No call please. Indicate “Director of Development” in the subject line.
Deadline: Resumes will be reviewed as received; position will be posted until filled.

Position Summary
The Director of Development will provide the leadership, strategic direction, management, and coordination for all of Ozone House’s fundraising efforts. The Director of Development will develop relationships with community members, including supporters, donors, elected officials, partners, and neighbors to advance the mission of Ozone House, meet and/or exceed annual fundraising goals in collaboration with Board and Committee members, cultivate existing and new donors to build the major gifts program, and build and supervise Ozone House’s communications and development team to meet the agency’s growth objectives.

Education Qualifications
* Commensurate experience and skills will be considered in lieu of level of education/licensing/credentials, etc.
  * Bachelor’s degree in relevant field, required.
  * Certified Fund-Raising Executive (CFRE) preferred.

Experience Qualifications
  * Five years of experience in fundraising for a nonprofit organization required.
  * Exceptional interpersonal skills, including the ability to solicit and establish mutually beneficial relationships with potential donors.
  * Demonstrated success in grant and proposal writing/reporting, prospecting, securing funds and following up with donors and funders with effectiveness and timeliness.
  * Ability to work independently to establish strategies, work priorities, direct the work of others, problem solve, take initiative, and exercise good judgment.
  * Demonstrated experience in managing people and budgets; ability to work in a hands-on environment with limited resources.
  * Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders, and elected officials.
  * Demonstrated expertise in word processing, database management and online navigation.
  * Adeptness at planning, prioritizing, multi-tasking, organizing, and following through while remaining highly energetic and focused.
  * Proven experience engaging with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation, gender identity, and gender expression.
Commitment to best practices including Positive Youth Development, Harm-Reduction, Housing First and Trauma Informed approaches.

- Work requires effective written and verbal communication and interpersonal skills; ability to motivate teams to produce quality work within tight timeframes and simultaneously manage several projects; ability to participate in and facilitate group meetings.
- Possess strong work ethic and ability to take initiative. Demonstrate a high level of personal and professional integrity and trustworthiness.
- Successful completion of pre-employment and annual background check; valid MI driver’s license, current insurance, and access to reliable transportation.

Job Responsibilities and Duties

Fund Development:
- Develop and implement annual fundraising strategy and workplan.
- Increase unrestricted funds by researching, recruiting, and developing relationships with individual, foundation and corporate supporters.
- Solicit and close gifts and ensure appropriate stewardship of major donors (from $10,000-$100,000+).

Corporate Communications/Marketing:
- Oversee and ensure that funding appeal materials and related publications are accurate and updated in partnership with the Communications and Events Associate.
- Meet with elected officials (local/state/federal) to advance the agency’s mission and support advocacy efforts.
- In collaboration with the Communications and Events Associate, oversee the development and implementation of a communications strategy for the agency that builds and maintains a positive branding.

Supervision, Coaching, and Staff Development:
- Coach and supervise by communicating a positive attitude, create an environment for success, encourage cooperation, foster leadership in others, lead by example, recognize and share success, manage conflict, and build a cohesive team.
- Present written performance evaluations for supervisees completing their orientation period and to all others on an annual basis, or more often as needed. Contribute to performance evaluations for other staff.

Leadership:
- Participates as a member of the Executive Leadership Team.
- Work with the Executive Director and Board of Directors on the creation and implementation of annual and long-range fundraising plans, including specific tactics and strategies to increase corporate, foundation, and individual funding.
- Participate in forums, conduct activities, and support staff efforts on projects or initiatives that reduce stigma, increase integration, and promotes opportunities for youth within the community.
About Ozone House:

Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families.

As the second oldest youth shelter in the country, Ozone House combines a wealth of experience with industry leading best practices to serve young people and their families experiencing crisis. Each year, Ozone House has served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Benefits:

Ozone House offers a comprehensive benefits package that includes: BCBS health and vision options and dental insurance 90% employer paid for single employee coverage, 80% for family coverage; retirement savings plan; basic life insurance, short and long-term disability coverage 100% employer paid; Health Savings Account; Dependent Care, Medical and Limited Purpose Flexible Spending Accounts and a generous paid time off plan.

Commitment to Anti-Oppression:

Ozone House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage individuals from marginalized groups to apply, including people of color, individuals who have experienced poverty or economic hardship, and people who identify as LGBTQ. Ozone House is committed to Diversity, Equity, and Inclusion and enforces an anti-oppressive environment to support the retention of employees from groups that have been underrepresented within the organization from historically underrepresented groups.