

Development Director

The Position

Location- Dallas, TX

Reporting Relationships- The Development Director will report to the Advancement Officer.

Summary- This position is responsible for New Friends New Life's volunteer program by recruiting training and leading volunteers, managing donations, fundraising events and communication efforts.

Job Description

The Development Director will be responsible for developing and managing the agency's volunteers and assist with development needs in order to support the mission of New Friends New Life.

Job Responsibilities

Goals and Strategies

- Oversee Public Relations plan, including online communications, e-news, website updates, social media and other PR campaigns and events.
- Implement the strategic plan for volunteer development to maximize support and build New Friends New Life goals.
- Complete comprehensive logistics plan and implementation for New Friends New Life fundraising events.

Managing Volunteers

- Recruit, train and manage the volunteers for fundraising events, women, children and youth programs, including members of groups such as Junior League of Dallas, National Charity League, church groups and members of the New Friends New Life Circle of Friends
- Insure safety plan, background checks and volunteer education is completed and updated
- Recognize and thank volunteers appropriately
- Coordinate with programs in agency to poll volunteer needs quarterly and develop plan to address needs
- Manage regular monthly communication for Circle of Friends members and coordinate with Circle of Friends board members regarding events

Development Manager

- Assist Advancement Officer with fundraising and awareness events
- Manage event details: coordinate communication with event attendees, manage logistics of guests for events, detailed record keeping of sponsors, outline and fill volunteer needs
- Train and equip event volunteers

- Work with graphic artist and printer on collateral for events and other communications
- Speak on behalf of agency to garner interest and support to various groups

Required Job Qualifications

- Bachelor's degree, Masters preferred
- Strong Public Relations or Development experience
- Commitment to the mission and vision of New Friends New Life
- Heart for high risk populations
- Superior verbal and written communication skills
- Strategic thinker
- Conscientious and detail oriented
- Strong management skills, including recruiting, equipping and organizing volunteer groups
- Ability to manage multiple projects at one time

Submit resumes to Kelly Cruse, kcruse@newfriendsnewlife.org by Monday, September 14.