

 INTERNATIONAL SANCTUARY  
*hope · dignity · freedom*

**Job Posting**  
**Chief Fundraising & Development Officer**  
**Irvine, CA**

**About International Sanctuary:**

Since 2007, International Sanctuary has established a successful social enterprise empowering survivors of human trafficking. With 72% of the revenue coming through the sale of jewelry handmade by survivors, the program is entirely sustainable. Launch capital is needed in order to scale the model and open new sanctuaries. Through four core components: employment, education, healthcare and community, young women are empowered to rebuild their lives. Survivors work within the social enterprise, PURPOSE Jewelry, manufacturing handmade jewelry, managing inventory, and fulfilling orders. International Sanctuary exists to empower survivors of trafficking to embrace their true identity and worth.

International Sanctuary is seeking a passionate and seasoned Chief Development Officer to grow the organization's fundraising arm mirroring the strength of the social enterprise. The 10 year organization has great potential to effectively develop a network of passionate supporters changing the lives of girls and women escaping human trafficking. The current database has existing and prospective major donors which need to be cultivated.

**Position Description**

Under the direction of the President, the Chief Development Officer will develop and execute a fundraising strategy to successfully support the organization's strategic plan. The vision to expand to 10 sanctuaries globally requires launch capital necessary to open new locations. The Chief Development Officer will create a comprehensive fundraising strategy to include foundation and individual donors (major donor, smaller-level donors, online, etc.) The Chief Development Officer will work with the Communications Coordinator to develop an cohesive annual messaging strategy for new and broader donor audiences.

**Essential Functions**

- Oversees all organizational fundraising initiatives
- Cultivate the organization's network of donors and prospects
- Solicitation and securing major gifts (\$5,000 and above)
- Develop and execute personalized solicitation strategies for each donor/prospect in assigned portfolio with information about specific initiatives, persons involved in each task, and target dates for each purposeful action; track activities and information in CRM.
- Identify prospective donors and funding sources
- Keeps the President fully informed on development progress and loops in when necessary
- Assist to secure and engage prospective Board of Director Members.

 INTERNATIONAL SANCTUARY  
*hope · dignity · freedom*

- Conduct a significant number of qualified contacts per month with donors and prospects to form and strengthen relationships for long-term support and engagement.
- Prepare and conduct donor briefings for President's assigned visits
- Prepare personalized materials, including correspondence, solicitation materials, briefing materials, and other items for face-to-face meetings and other donor interactions.
- Solicit assigned prospects to meet or exceed annual fundraising targets, as specified in annual budget and work plan.
- Build a robust portfolio through prospect discovery and qualification; contacting and qualifying high-capacity prospects identified through
- Develop and execute an annual work plan for identifying, cultivating, and soliciting prospects for major and planned gifts

#### **Major Donor Program**

- Oversee the creation of proposals for major donors.
- Work with our graphics and communications coordinator to deliver high quality proposals to donors in a timely manner.
- Excellent recognition of donors, embrace opportunities for acknowledgement, thanking,
- Maintain Donor Database with accurate information
- Ability to identify and exploit gaps as opportunities

#### **Foundations & Grants**

- Work with the Communications Coordinator to solicit funding from foundations, grants, and corporate sponsors
- Maintain high net worth relationships related to foundations both private and corporate

#### **Tracking & Reporting**

- Ensure that donor contact reports are compiled and maintained; maintain up-to-date CRM reports and contact log.
- Provide reports of monthly/yearly "amounts solicited" and "amounts received" as well as demonstrating continuous progress toward project goals through documentation.
- Prepare fund-raising reports, budgets, and analyses to review with President monthly.

#### **Organization's Fundraising Competency**

- Lead and work collaboratively to execute organization campaigns effectively
- Mobilizes staff, volunteers, participants and interns to execute org wide fundraising campaigns
- Mentor the organization in development efforts
- Organize or participate in other initiatives to promote International Sanctuary and support its efforts when relevant to donor relations.

 INTERNATIONAL SANCTUARY  
*hope · dignity · freedom*

- Develop overall plan for procedures where needed.
- Identify necessary collateral for effective fundraising and provide proper lead time for roll out

**Qualifications:**

- A minimum of 5 years of development experience with demonstrated exemplary results
- History of closing five, six and seven-figure gifts,
- The ability to evaluate, qualify, and move prospects through the identification, cultivation, solicitation, and recognition cycle.
- Understanding of planned giving principles and vehicles; and ability to coordinate interactions with donors to facilitate a deferred gift.
- Experience interacting with high-net worth individuals and the ability to maintain a high level of confidentiality.
- Highly relational
- Excellent communication both verbal and written
- Ability to effectively communicate the cause with urgency
- Ability to travel frequently, outside of normal work hours, to meet donors and attend functions; amount varies depending on portfolio.
- Prefer candidate with knowledge of and interest in social enterprise and human rights issues.
- Personal commitment to International Sanctuary's mission