Development Director Position
Star House
1220 Corrugated Way
Columbus, OH 43201

Job Description

About Us: Star House operates a nationally recognized 24/7 drop-in center for 14- to 24-year-olds who are displaced from community and experiencing homelessness. In 2018, we served 1,200 individual guests and their small children. We conduct outreach to the streets and provide access to basic needs, clinical therapy, case management, housing, transportation, health care, employment, education, legal aid, government benefits, ID cards and more. In addition, expert volunteers provide therapeutic activities such as gardening, reading, art classes and yoga. Among guests accessing services for three or more months, 86% obtained employment and 74% obtained housing. There is more work to do to ensure young people thrive in long-term stability. This is why over the next five years, we are working with our community to achieve the following strategic objectives: 1) meet the growing demand for drop-in services by opening satellite drop-in centers; 2) take our social enterprise, Star Works, from pilot to profit, connecting young people with flexible employment options and training; 3) develop Community First properties to provide housing, jobs, education, resources and mentoring through a neighborhood-style village; 4) engage young people more deeply, e.g. adding former Star House guests to board committees and instituting group mentoring; and 5) improve communications practices by sharing our innovative and evidence-based methods locally and nationally.

Mission: To provide youth experiencing homelessness with a safe respite from the streets and to connect them with a chance to thrive.

Vision: Every youth will have a home and a chance to thrive.

Core Values:
- Open: Trustworthy, reliable, welcoming, approachable, and responsive
- Motivated: Relentless problem solvers with a sense of urgency
- Impactful: Evidence-based, continuously improving
- Creative: Innovation lab of new approaches for serving vulnerable youth
• Committed: Radically youth-oriented doers
• Caring: Compassionate, merciful, empowering, team players

*Mission of the Position

*With intrinsic passion for the mission and vision of Star House, supports the strategic fundraising efforts Star House by implementing, evaluating and refining objectives aimed at targeting individual donors and prospects. Personally identifies, cultivates, solicits, and stewards donors and prospects at multiple levels in accordance with performance targets set in collaboration with the CEO and Development Committee. Will assist with major gift donations, as needed.

Responsibilities
• Identifies, cultivates, solicits, and stewards donors and prospects, including individuals, corporations, and/or foundations through visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the Star House CEO and Development Committee.
• Conducts and/or reviews research to identify prospects and creates strategies to match prospects' interests to the priorities of Star House.
• Implements Star House’s Individual Giving Program Plan
• Plans, develops, and implements fundraising projects and programs designed to increase the visibility of Star House and to enhance giving, such as annual giving campaigns, gift-in-kind programs, and special events. Serves as the chair for our annual signature event committee.
• Interacts with Star House team members, development committee members, volunteers, and external constituents to ensure effective coordination of programs, projects, and activities.
• Makes effective use of Star House’s prospect management database (Salesforce) and other institutional resources to ensure appropriate management of donors and prospects in coordination with Star House objectives.
• Establishes and maintains effective working relationships with the CEO and Development Committee members to maximize Star House’s total gift revenue.
• Under supervision, researches, writes, edits, or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials.
• Provides ongoing technical and/or professional guidance and leadership as appropriate to the area of expertise.
• Coordinates with team members in day-to-day functional activities, as appropriate.
• Performs miscellaneous duties as assigned.

Minimum Job Requirements
• Bachelor’s degree or higher
• At least 3 years of fundraising experience
Knowledge, Skills and Abilities Required

- Demonstrated ability in securing significant gifts from individuals, corporations, foundations, and other private funding sources.
- Skill in the use of personal computers, Microsoft Office and fundraising software applications.
- Demonstrated ability in planning and implementing long- and short-range development initiatives to meet established priorities.
- Skill in organizing resources and establishing priorities.
- Ability to direct and manage staff and volunteers, to include organizing, prioritizing, and scheduling work assignments.
- Database and records management skills.
- Ability to coordinate fundraising efforts with the CEO and development committee to ensure that we are not duplicating efforts.
- Working knowledge of a variety of fund-raising strategies and methods.
- Strong verbal and written communication skills and the ability to present effectively to small and large groups.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Ability to foster effective working relationships within a team environment.
- Ability to use fiscal information to make informed recommendations and decisions.
- Ability to plan, organize and coordinate activities and special events.
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise.

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Willingness and availability to work extended hours as necessary.

Job Type: Full-time