

**Solace Crisis Treatment Center
Job Description**

Director of Development

Hours Per Week: Full Time, Exempt

Salary: Starting annual salary range- \$60k -\$70k plus comprehensive benefits and generous PTO. Salary offer will be dependent on experience.

Deadline: First round of interviews will be conducted with candidates whose applications are submitted by 5pm January 10th. Position will stay open until filled.

Reports to: Executive Director

Location: Santa Fe, NM

Who We Are:

Solace Crisis Treatment Center has been restoring strength for over 40 years. Our Center provides a safe place to receive evidence-based services including therapy for post-traumatic stress and anxiety disorders, victim advocacy and primary prevention programs. Solace changed its name from the Santa Fe Rape Crisis and Trauma Treatment Center in October 2010, to ensure there were no barriers to receiving services. Because of that name change Solace provides more safety and more privacy and confidentiality than ever before. We also received national accreditation from the National Children's Alliance as a family advocacy center for children and their families in cases of abuse, neglect or the witnessing of violent crime.

We employ staff members within three departments – Clinical, Family Advocacy and Education and Prevention. The three departments work closely together in response to crime victimization, child abuse, and other traumatic and tragic events such as: fatal accidents, homicides, returning from military service, human trafficking and a myriad of other overwhelming adversities that beset individuals, families and the community. For example, a prevention specialist may elicit a disclosure of abuse from an elementary school student. A Solace advocate and forensic interviewer might then assist the family during the investigative process, and finally Solace counselors might help the child as well as distressed parents for symptoms related to the abuse.

Solace serves Santa Fe, Rio Arriba and Los Alamos Counties and central northern New Mexico. We serve individuals from San Ildefonso, Nambe, Tesuque and Santo Domingo pueblos.

Position Summary:

The Director of Development is responsible for planning, organizing, and curating all fund development efforts including the annual fund, planned giving, special events, major gifts, government grants, and capital campaigns. The Director works closely with The Executive Director, the Board of Directors, and the Solace Crisis Treatment Center Management Team in all fund-raising efforts.

DUTIES AND RESPONSIBILITIES:

Direct Fund Development Core Activities responsibilities:

- Work with the Board and Management Team to develop a three-year strategic plan for fund development.
- In collaboration with the Executive Director, grow a major gifts program through the identification, cultivation, and solicitation of major donors.
- Participate in relevant committee meetings with the Board of Directors.
- Oversee the tracking of the annual grants calendar.
- In collaboration with department managers, oversee all grant proposals including, but not limited to: research, narrative writing, scope of work definition, and deadline coordination.
- Oversee all Solace social media activities.
- Oversee fundraising database and tracking systems (Donor Perfect).
- Oversee creation of publications to support fundraising activities, including: annual appeals, annual reports, Solace Newsletters, and outreach materials.
- Oversee the operational effectiveness, scheduling, content, and delivery of fund development activities, including: Special events, business partnerships, and donor stewardship.
- Maintain gift cultivation and recognition programs.
- Participate in public speaking events to share Solace information and engagement opportunities with community members.
- Represent SCTC in other forums with the Executive Director as needed.
- Recruit and maintain volunteers for fund development events and activities.

Administrative responsibilities:

- Oversee day-to-day operations and administration of the Fund Development annual scope of activities.
- Assist the rest of the Management Team as needed with the support and supervision they provide to the Solace staff.
- Maintain strong relationships with external agencies while coordinating events and fund-raising activities.
- Participate in policy decisions or administration activities processes.
- Participate long-range planning for SCTC with the Executive Director and Management Team.
- Participate in budget development and planning for SCTC with the Executive Director and Management Team.

Desired Qualifications:

- Master's degree in fund development or business preferred.
- Familiarity with the fundraising landscape in Northern New Mexico.
- You are excited about working with a team, and believe in honest communication between colleagues.

- You enjoy creative problem solving.
- You believe that survivors of violence are the experts of their own experiences and paths to healing.
- You value community collaboration and building relationships across agencies.
- You value self-care, and know how to put that value into practice.
- You are detail-oriented, and pride yourself on managing multiple tasks without letting things fall through the cracks.

Required Qualifications

- Bachelor's Degree.
- Five years of related work in development and fund raising.
- Must embrace the fill mission of Solace Crisis Treatment Center.
- Specialized skills and experience in relationship building by being credible and reliable.
- Strong understanding of donor stewardship, community engagement, and mission-driven fund development.
- Strong working knowledge of state and local resources.
- Experience with using Social Media platforms in community engagement efforts.
- Strong working knowledge of relevant applications, including: Excel, Word, Power Point, and Donor Perfect.
- Familiarity with issues related to sexual abuse and trauma.
- Administrative, public relations, and community education experience.
- Ability to work with constituency from a variety of cultural and socio-economic backgrounds.
- Strong inter-personal and writing skills.
- Access to reliable transportation/ability to maintain proof of auto insurance.

To apply:

Please submit a cover letter, resume, three references, and a writing sample* to the Executive Director, Maria Jose Rodriguez Cadiz mjrodcadiz@findsolace.org

For the writing sample, please submit an example of a call for action to a would-be Solace constituent.