



Mission First – Development Director

Overview

The Development Director leads fundraising efforts to achieve a **\$750,000 annual revenue goal** through a relationship-driven, major gift strategy. This role builds and manages the donor pipeline, executes fundraising campaigns, and develops sustainable systems that support Mission First's long-term growth and veteran-focused mission. Interested candidates should submit resume and cover letter to **SOTHcareers@gmail.com by August 15th**. Information on Sanctuary on the Hill can be found at <https://thesanctuaryonthehill.org/>.

Core Responsibilities

Major Gifts & Strategy

Manage a portfolio of 50–75 qualified prospects. Utilize the Gift Range Chart to identify, cultivate, solicit, and steward major donors. Develop individualized strategies for donors capable of giving \$25,000 or more.

Donor Management

Oversee a three-tier donor management system (Major, Mid-Level, and Annual Giving). Ensure consistent cultivation, stewardship, and movement of donors through the giving pipeline. Strengthen donor retention and long-term engagement.

Campaign Execution

Lead Spring, Fall, and Year-End fundraising campaigns. Grow recurring monthly giving. Plan and execute fundraising events that achieve a minimum 5:1 return on investment.

Stewardship & Communications

Ensure all gifts receive acknowledgment within 48 hours. Implement structured stewardship, donor communications, onboarding, and lapsed donor re-engagement strategies.

Board Engagement

Coach, equip, and coordinate board members in fundraising through donor assignments, education, accountability, and ongoing support. Provide the board with tools and guidance to increase fundraising participation and effectiveness.

Events & Partnerships

Utilize events primarily as donor cultivation opportunities. Develop partnerships and convert qualified prospects into long-term donors.

Grants

Support the organization's grant strategy by helping to identify funding opportunities and cultivating relationships with foundation partners. Collaborate with grant writers, as appropriate, to develop, submit, and steward grant proposals while ensuring timely reporting and compliance.

Data & Performance

Maintain accurate CRM records and donor data. Track fundraising performance and key metrics. Provide monthly board reports and quarterly fundraising evaluations.

Success Metrics

- Achieve \$750,000 in annual fundraising revenue.
- Strong major gift and mid-level giving performance.
- Maintain 85% or greater donor retention.
- Ensure 100% of donor acknowledgments are sent within 48 hours.
- Successfully implement board fundraising coaching, donor assignments, and regular accountability processes.

Candidate Profile

Required Qualifications

- Five or more years of major gift fundraising experience.
- Demonstrated success cultivating, soliciting, and closing significant charitable gifts.
- Strong relationship-building and communication skills.
- Experience using donor CRM software.
- Strategic thinker with strong organizational and execution skills.
- Passion for Mission First's mission and values.

Preferred Qualifications

- Grant writing and foundation management experience.
- Capital campaign experience.
- Nonprofit leadership experience.
- Experience working with veteran-serving organizations.

Impact

This role is essential to expanding Mission First's funding base through disciplined execution, authentic relationships, and sustainable fundraising systems that will support the organization for years to come.

Mission Alignment

The successful candidate must demonstrate a complete understanding of and commitment to Mission First's mission, strategic plan, and fundraising philosophy. This individual must embrace our relationship-centered approach to development and serve as a trusted ambassador for the organization in every donor interaction.