



Job Description

Radiant Futures is an equal opportunity employer

Job Title	Director of Development	
Reports To	Chief Advancement Officer	
FLSA	Full-Time; Exempt	Salary Range: \$80,000-\$95,000

Agency Overview

Radiant Futures is building a safer community in Orange County. Originally founded as Women’s Transitional Living Center, we were the first domestic violence agency in Orange County and the third in the country. We are a committed partner providing crisis support, services for all survivors, and education to prevent domestic violence and human trafficking.

Our short and long-term housing programs, counseling and holistic offerings, and legal services are open to all survivors. Our team partners with each survivor to tailor services to their unique situation and goals. We also provide programs for people who have caused harm and education to empower our neighbors to support safety and wellbeing for all.

Domestic violence and human trafficking affect hundreds of people each year across age, gender, sexual orientation, class, and immigration status. For 45 years, we’ve been working toward a future where everyone in our community lives and thrives free from violence and harm. We need strong community support to build a safer Orange County. You have the power to prevent violence and promote healing. Learn more at radiantfutures.org.

Our **key beliefs** guide our work and inform day-to-day decision-making internally and externally.

Equity creates dignity for all

We prioritize equity to ensure people in our workplace and our community have the resources, access, and opportunities they need to thrive.

Inclusivity is integral

We create welcoming spaces that meet the diverse needs of our community.

Innovations invites progress

We openly embrace exploration and evolution to advance our work.

Survivors lead their own journeys

We offer trauma-informed support and transformative opportunities for survivors to reach their goals.

Resources must be used responsibly

We make ethical and intentional decisions regarding our resources, our community, and the environment.

Position Summary

Under the direction of the Chief Advancement Officer, the Director of Development serves as a critical member of the Advancement team leading the development goals and strategies for all fund development campaigns; plans and implements special events to maximize investor engagement; develops and maintains a prospect portfolio to optimize fund development opportunities; and ensures that milestones/goals are met and adhering to approved budgets.

Essential Duties

- Lead all organizational fundraising efforts, including donor discovery, cultivation, solicitation, and stewardship of individual, and foundation donors.
- Provide oversight and direction to all fundraising channels, including annual giving, major giving, and special events.
- Assist board and volunteer committees in fundraising and outreach activities, including securing event sponsors, making connections, and identifying volunteers and program supporters.
- Write selected applications and reports; oversee the development, writing, and submission of grant proposals and reports.
- Support the design of marketing collateral and materials to enhance organizational visibility to donors, board members, referral sources, and clients.
- Oversee management of e-marketing, website, social media tools, and the fund development database.
- Recruit and train key volunteers, including event chairs, and committee members.
- Create and execute annual development, volunteer, and marketing plans to support organizational growth and sustainability.
- Identify new, innovative sources of fund development revenue and other types of support (volunteer, in-kind donation of products and services, etc.).
- Maintain and improve relations with foundations, corporations, and individual investors through print material and digital content (e-blasts, videos, social media, brochures & fact sheets), site visits, special events, and other strategies to engage investors and volunteers.
- Provide friendly, investor-centered customer service and represent Radiant Futures and our mission in a professional and positive manner.
- Support strategic planning efforts with leadership team, management, and staff, to ensure that priorities are in alignment with Radiant Futures' long-term goals, mission, vision and core values.
- Ensure organizational fund development compliance with all City, County, State & Federal regulations.
- Supervise vendors, contractors, and volunteers.
- Other duties as assigned.

Other Responsibilities:

- Adheres to the highest ethical and professional standards
- Attends any required meetings, conferences, and events as needed
- Support activities in the Advancement Department as needed
- Performs other tasks as assigned

Qualities & Qualifications

Qualities:

- Possesses a strong commitment to the mission, policies, goals, and values of Radiant Futures
- Possesses a strong commitment to the self-reflection and interpersonal work needed to create an inclusive environment
- Results and solution-oriented
- Able to work independently as well as within a team; set and achieve high performance goals and meet deadlines in a fast-paced work environment
- Demonstrated ability to exercise good judgement and maintain confidentiality
- Creative thinker, joyful collaborator, self-starter, and detail-oriented
- Willingness and ability to travel to meetings, events, and other Radiant Futures events (as COVID-19 restrictions allow)

Qualifications:

- Bachelor's degree or Certified Fund-Raising Executive [CFRE]
- Minimum 5 years' experience in nonprofit development, fundraising, and grant-writing experience, from design to completion
- Excellent verbal and written communication skills; including confidence and comfort with speaking in front of variety of audiences
- Excellent computer and technology skills including proficiency with MS Office 365 and other web-based databases and platforms
- 40-Hour Domestic Violence Training Certification (can complete during introductory period if needed)
- Has not been a participant of Radiant Futures [formerly WTLC] services for at least three (3) years
- Possession of a current and valid CA driver's license, a vehicle, liability insurance meeting CA state minimum requirements and an acceptable driving record

Compensation & Benefits

- This is a full-time, exempt position, with a salary range of \$80,000– \$90,000 annually. Salary offer will be dependent of experience
- We provide 2 weeks paid vacation to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 40 wellness hours, 1 civic engagement paid day, and 12 paid holidays.
- Alternate work schedule (4 days/ 10 hours) option available
- Generous benefits including 100% covered in Radiant Futures' sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 4% match.

Our Commitment to Diversity & Inclusion

At Radiant Futures, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace, and strongly encourage people of color, LGBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

Working Conditions & Physical Requirements

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter and resume to careers@radiantfutures.org with “Director of Development” in the subject line. No phone calls please.

For more information on Radiant Futures, please visit our website at www.radiantfutures.org.