



**JOB LISTING:** Director of Development and Community Engagement

**JOB CLASSIFICATION:** Full Time/Exempt

**REPORTS TO:** Executive Director

Daya empowers South Asian survivors of domestic and sexual violence with culturally specific services and educates the community to end the cycle of abuse.

**CORE JOB DESCRIPTION:** Daya Inc is seeking a motivated, creative, and experienced Director of Development and Community Engagement to cultivate an abundant and diverse set of funding, in-kind resources, and community relationships. The Director will also provide leadership and oversight to Daya's Community Engagement programs to ensure consistency in Daya's community presence and engage donors and volunteers in the mission to end abuse. Acting in tandem with the Executive Director as a public face of Daya, the Director will manage the creative and practical aspects of fundraising events, donor relationships, individual giving, corporate sponsorships, and grants. They will also manage a team of individuals directing Daya's prevention, outreach and community engagement programs, ensuring that these strategies are cohesive, meaningful, and culturally tailored to the diverse South Asian community. With initiative, autonomy, creativity, and accuracy, the Director of Development and Community Engagement will lead Daya in raising funds, strengthening community presence, and executing high quality programming to achieve the vision of ending domestic and sexual violence.

## **ROLES AND RESPONSIBILITIES:**

### **DEVELOPMENT:**

- Oversees fund development activities such as research and solicitation of corporate, foundation and individual giving.
- Creates and implements an annual development plan with the Executive Director and Board.
- Leads fundraising events, campaigns, and donor relationships to cultivate and steward gifts.
- Manages data tracking of donors, prospects, and gifts, and creates reports for Daya leadership.
- Develops annual reports, specifically copywriting, interviews, and storytelling activities.
- Plans and executes the annual Gala in conjunction with the Executive Director and Board.
- Leverages the agency's newsletters, annual report, website, media, and public speaking opportunities to raise the agency's profile and meet the goals of the agency's strategic plan.
- Participates with agency leadership and staff to develop strategic plans and secures resources necessary to accomplish achievement of agency goals.

### **COMMUNITY PROGRAMS OVERSIGHT:**

- Represents the agency through speaking engagements, writing, and serving as a spokesperson at community events.
- In partnership with the Executive Director, manages the development of newsletters, website content, media appearances, press releases, and other communications.
- Ensures that presentations, seminars, training programs, and other materials are high quality, culturally responsive, creative, and accessible to diverse and broad audiences.
- Serves on community committees to represent Daya and uplift the realities of South Asian survivors in the Greater Houston Area.

**Job Description:** Director of Development and Community Engagement (cont'd)

- Develops and maintains strong relationships with partner agencies, community representatives, funders, and professional organizations with the purpose of collective action to end domestic and sexual violence.
- Builds an agency culture that properly leverages the skills and talents of volunteers.

**STAFF MANAGEMENT:**

- Oversees staff leading Outreach, Prevention, and Community Building Programs.
- Provides supervision and guidance to ensure programs are meeting grant requirements, agency goals, and emerging needs.
- Ensure outreach, prevention, and community programs are evidence-informed, engaging, creative, and nimble to community needs.
- Assists in the development of new programs to meet community needs.
- Review and approve administrative requests from direct reports in line with Daya's policies.

**GRANTS & FUNDS MANAGEMENT:**

- Works in coordination with the Compliance team to monitor progress and ensure timely and accurate reporting.
- With the Executive Director, leads the writing of reports and follows up with funders and grantors.
- Assists in programmatic monitoring as needed by the Compliance team.
- Works closely with the Executive Director and Finance team to ensure grant funds are used and documented properly in a timely manner.

**MISSION AND VISION PROMOTION:**

- Promote atmosphere of teamwork and collaboration in accomplishing Daya initiatives
- Build and maintain network of both mainstream and South Asian organizations, resources and community members
- Attend and contribute to staff and other internal meetings
- Participate in appropriate professional development webinars, seminars and forums
- Serve as speaker/trainer for Daya by participating in community education programs

**SUPERVISORY RESPONSIBILITIES:** *(currently 3 direct reports)*

Supervises the Community Outreach, Prevention, Training, and community program staff.

**REQUIRED QUALIFICATIONS**

- At least 3 years of experience leading successful programs by promoting purpose, initiative, and professional vulnerability across people on diverse teams.
- At least 2 years of experience in fundraising through events, grant writing, and donor relations
- A commitment to ending violence through well researched, culturally informed, and equitable approaches
- A deep awareness of, a balanced admiration for, and a persistent curiosity about the South Asian culture
- Self-starter who thrives both independently and collaboratively and seeks to learn with vigor and curiosity

**Job Description:** Director of Development and Community Engagement (cont'd)

- Authentic, honest, and warm communication skills that inspire action from donors, funders, staff, and community stakeholders.
- A passion for purposeful writing that inspires others; always growing your repertoire of powerful words and memorable phrases.
- The talent to move others with your speaking abilities and to harness the power of other's voices
- The integrity to stay grounded during times of celebration, calm, or crisis
- Mature judgment and keen instinct, with the ability to accurately evaluate risks and intuit when to lead or support
- Courageous and perceptive when sparking conversations, partnering with others, making asks, and representing the Daya team
- Energized by meeting new people, sharing your work, learning about others, connecting through conversation, and building community
- Diligent and detail oriented with the accuracy of metrics, documentation, reports, and administrative responsibilities.
- A fearless and unbiased approach when trying tried and new communication methods from phone calls to AI.

**PREFERRED QUALITIES**

- Experience working with Bloomerang, Quickbooks, Wix, Canva (or similar), Mac, and PC
- A degree that emphasized reading, writing, and creative thinking
- Previous experience working in various levels of a nonprofit organization
- Ability to speak a South Asian language

**WORKING ENVIRONMENT:**

The Director of Development and Community Engagement will work at the Daya Office, remotely (hybrid work schedule), and in community spaces. Due to the nature of the position, working hours will vary depending on planned activities. We make a commitment to compromise with regards evenings, weekends, and remote work.

**COMPENSATION:**

**Salary:**

- Salary is \$72,000/annually, not negotiable.
- Holiday, tenure, and performance bonuses

**Benefits include:**

- Paid Medical
- Optional Vision
- 403b Option

**Paid Time Off:**

- 15 days annually
- All federal holidays
- 2 Floating holidays
- 8 hours wellness time, monthly
- 36 hours of professional development annually
- 24 hours of self-care training annually

**TO APPLY**

Complete an [application online](#)

Send a descriptive cover letter, resume, and 2-3 relevant writing samples to rachna@dayahouston.org as 1 PDF attachment with the subject line "Director of Development and Community Engagement Application". In your cover letter, please speak to how your experience and qualifications match what we are looking for.