



JOB TITLE: Development Director

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 is seeking a motivated, creative, and experienced Development Director to cultivate an abundant and diverse set of funding, in-kind resources, volunteers, and community relationships. Acting in tandem with the Executive Director as a public face of Daya, the Director will manage fundraising events, donor relationships, individual giving, corporate sponsorships, and grants. They will also manage individuals directing Daya's community engagement programs, ensuring that these strategies are cohesive, meaningful, and culturally tailored. Lastly, the Development Director will recruit and manage volunteers to support the operations of Daya and engage our community in the mission to end violence.

DEVELOPMENT:

- Oversees fund development activities such as research and solicitation of corporate, foundation and individual giving.
- 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.
- Plans and executes the gala and Annual Report in conjunction with the Executive Director.
- 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 ENGAGEMENT:

- Represents the agency through speaking engagements, writing, and serving as a spokesperson at community events.
- Recruits and manages the volunteer program to leverages the skills and talents in the community.
- 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.
- 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.

GRANTS & FUNDS MANAGEMENT:

- Works in coordination with the Compliance team to monitor progress and ensure 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.

REQUIRED QUALIFICATIONS

- At least 3 years of experience leading successful programs 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, balanced admiration for, and persistent curiosity about the South Asian culture.
- Self-starter who thrives independently and collaboratively and seeks to learn with vigor and curiosity.
- Authentic, perceptive, honest, and warm communication skills that inspire action from donors, funders, staff, volunteers, and community stakeholders.
- Energized by meeting new people, sharing your work, learning about others, connecting through conversation, and building community.
- Diligent and detail oriented with documentation, reports, and administrative responsibilities.
- A fearless and unbiased approach with 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.
- Previous experience managing volunteers.
- Ability to speak a South Asian language.

COMPENSATION:

Salary:

- Salary is \$72,000/annually.
- Holiday, tenure, and performance bonuses

Benefits include:

- Paid Medical
- 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.