



Position: Director of Development

Reports to: Executive Director

Position Overview: The Director of Development will spearhead fundraising efforts as Milagro House enters a significant period of expansion. A new position to the organization, the Director of Development will have a unique opportunity to work with the Executive Director to create an effective sustainability platform for immediate and long-term strategic growth. This is a full-time position. Salary commensurate with experience.

Key Functions of the Position:

- Work closely with the Executive Director to develop and implement the organization's plan for sustainability.
- Cultivate and maintain relationships with new and existing donors.
- Implement creative initiatives that target revenue growth in the areas of planned giving, major gifts and corporate partnerships.
- Research and write grant proposals for submission. Track outcomes and complete grant evaluation reports as required.
- Provide direction and assistance to the board development committee in planning and executing special events.
- Maintain a supportive role in the planning and implementation of the organization's upcoming capital campaign.
- Manage the donor database (DonorPerfect) including data entry, gift processing and donor acknowledgment.
- Follow ethical practices associated with the guidelines, policies and mission of the organization.

Milagro House seeks a compassionate individual who understands the importance of our mission and seeks an opportunity to use their talents to contribute directly to our life-changing work. In addition, the following requirements are essential:

- BA is required; MA is a plus.
- A minimum of five years fundraising and development experience.
- Proven track record of meeting or exceeding fundraising goals.
- Excellence in organizational, managerial, and communication skills.

Application Instructions:

**Please email cover letter and resume by August 24, 2018 to:
Christina Duncan, Executive Director: chris@milagrohouse.org
No Phone Calls, Please.**

About Milagro House:

Now in its 20th year, Milagro House provides education, housing and support services for women and their children who would otherwise be experiencing homelessness. Our vision is to prepare women with the skills they need to break the cycle of homelessness and poverty and move from dependency to self-sufficiency. Education is the underpinning of everything we do at Milagro House and is the catalyst for women moving from dependency to independence through meaningful employment at a self-sustaining wage. Milagro House is a 501(c)(3) organization located in downtown Lancaster, Pennsylvania www.milagrohouse.org.