



Director of Development Job Description

About Us

Star House exists to lift young people out of homelessness and into a community of hope. Founded in 2006, Star House operates our nation's only 24/7/365 drop-in center for teens and young adults experiencing homelessness that offers immediate access to safety and hosts continuous best practice research for effective service. Along with the Finance Fund and Columbus Metropolitan Housing Authority, Star House operates the only housing village of its kind in Central Ohio for young people who are exiting homelessness. The organization met the unique needs of 1,457 individual young people in 2023, successfully connecting them with housing, jobs, education, health care, therapy, and a range of community resources.

Star House's mission is to do whatever it takes to support young people as they exit homelessness and thrive in a community of hope. Our vision is to replicate our evidence-based model of service for youth nationally and globally, based on the demand for our services in other communities.

We are seeking a Director of Development who believes in our mission; embodies our values of unconditional love, doing whatever it takes as long as it takes and creating innovative solutions; and who can help us achieve our vision with development expertise.

Job Description

Title: Director of Development	
Work Location: Star House, 1220 Corrugated Way, Columbus, OH 43201	
Reports To: Chief Executive Officer (CEO)	
<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Exempt, Salary
Position Summary: The Director of Development, with intrinsic passion for the mission and vision of Star House, leads and supports the Star House strategic fundraising efforts. Responsibilities include cultivating relationships, spearheading fundraising initiatives, and serving as a thought leader in fundraising efforts by stewarding donors and prospects in alignment with established performance targets. The Director of Development plays a crucial role in leading strategic fundraising initiatives to drive the organization's growth and impact. This role involves developing and implementing innovative strategies to secure funding, foster partnerships, and advance the mission of Star House. The ideal candidate will have a proven track record in strategic planning, strong analytical skills, and the ability to think creatively to propel Star House forward.	

Responsibilities and Essential Functions:

The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.

- Identifies, cultivates, solicits, and stewards donors and prospects, including individuals, corporations, and/or foundations through visits and other forms of direct personal contact in alignment with performance targets established in collaboration with the Star House CEO and Development Committee
- Conducts and/or reviews research to identify prospects
- Creates strategies to match the interest of prospects to the priorities of Star House
- Implements Star House's Individual Giving Program Plan
- Plans, develops, and implements fundraising projects and programs designed to increase the visibility of Star House and to enhance giving, such as annual giving campaigns, gift-in-kind programs, and special events
- Serves as the chair for the Star House special events committee, as needed
- Interacts with Star House team members, development committee members, volunteers, and external constituents to ensure effective coordination of programs, projects, and activities
- Makes effective use of Star House's prospect management database (Salesforce) and other institutional resources to ensure appropriate management of donors and prospects in coordination with Star House objectives
- Establishes and maintains effective working relationships with the CEO and Development Committee members to maximize Star House's fund-raising efforts
- Researches, writes, edits, and/or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials
- Provides ongoing technical and/or professional guidance and leadership as appropriate for fund raising opportunities
- Coordinates with team members in day-to-day functional activities, as appropriate
- Performs other specific job-related duties as assigned by the CEO or their designee

"Job performance is evaluated according to the policy provisions of Star House and the Educational Service Center of Central Ohio-Council of Governments."

Minimum Qualifications:

- Bachelor's degree or higher
- At least 3 years of fundraising experience
- Demonstrated ability in securing significant gifts from individuals, corporations, foundations, and other private funding sources
- Skill in the use of personal computers, Microsoft Office and fundraising software applications
- Demonstrated ability in planning and implementing long- and short-range development initiatives to meet established priorities
- Skill in organizing resources and establishing priorities
- Ability to direct and manage staff and volunteers, including organizing, prioritizing, and scheduling work assignments
- Database and records management skills

- Ability to coordinate fundraising efforts with the CEO and Development Committee to ensure that efforts are not duplicated
- Working knowledge of a variety of fund-raising strategies and methods
- Strong verbal and written communication skills and the ability to present effectively to small and large groups
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others
- Ability to foster effective working relationships within a team environment
- Ability to use fiscal information to make informed recommendations and decisions
- Ability to plan, organize and coordinate activities and special events
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle.

Star House is committed to equal opportunity employment, regardless of race, color, religion, age, sex, sexual orientation, gender identity and expression, socio economic status, national origin, veteran or disability status. In order to further Star House's mission, achieve our vision and live out our values, drawing from the collective wisdom of a diverse group of individuals is essential. With diverse minds influencing our work and decisions, we can go further for the young people we serve, ensuring that our continued programming and the solutions developed along the way are influenced by the best minds.