



## **MISSION STATEMENT:**

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

The Director of Development Operations will establish best practice operating policies, procedures and strategy for the administrative functions of the Homeboy Industries Development Department. Reporting to the Chief Development Officer and working closely with the senior development team, oversees the database, gift processing, donor stewardship, prospect research and fundraising reporting for Homeboy Industries. Provides support, as needed, for all fundraising activity.

## **Essential Duties:**

- Collaborate regularly with fundraising and establish and maintain internal systems to ensure that income is allocated to appropriate internal account.
- Create, update and maintain policies and procedures for all operational and strategic aspects of the Raiser's Edge CRM and any other development database systems.
- Oversee work of Database Manager and other appropriate staff to ensure all data entry and reporting is accurate and current with the ability to run meaningful reports.
- Oversee receipt and deposit of checks, gifts of stock, wire transfers, online credit card gifts and all other potential forms of payment and gifts and pledges to ensure accurate and timely deposit of funds
- Oversee creation of a system for prospect research on individuals to track donor ratings, capacity and background information.
- Work with CDO to develop and oversee donor stewardship activities; including ensuring acknowledgement letters are promptly issued.
- Oversee maintenance of correct and updated Board of Directors biographical information and lists and, working with the Board of Directors Liaison, assists with distribution of materials and other support as needed.

## **Qualifications and Experience:**

Familiarity with donor database software and best practices regarding the receipt and management of gifts. Detail oriented and conversant with stewardship process and developing policies and processes.

**Education and/or Experience** Bachelor's degree, 3 to 5 years of development experience, including familiarity with development processes and best practices. Experience with Raiser's Edge. Familiarity with Homeboy Industries a plus.

**If you are interested in applying for this position, please submit your resume to [careers@homeboyindustries.org](mailto:careers@homeboyindustries.org), please send a cover letter with your salary expectations.**