

**Vacancy  
Director of Development**

**Summary of Duties:**

Responsible for developing and implementing an ongoing Fund Development and Marketing Plan for the agency. Will assume the duties of the Executive Director in his/her absence. Provide oversight to the management and profitability of Vintage Values Resale Shops.

**Qualifications:**

A four-year degree in Business, Social Work or related field is preferred. Experience in the non-profit sector, including business, program, operations, grants, and fiscal management is required. A proven record of accomplishments must be submitted.

Requires experience in management, budget development and implementation, fundraising, grant writing, public relations and communications. Must possess interpersonal skills, written and verbal communication skills, supervisory ability, organizational skills and leadership ability. Must be able to work independently, assume professional responsibility for planning, management and outcomes, and make independent decisions. Must be able to manage details, employ flexibility, and meet deadlines. Must be sensitive to the issue of domestic violence and have a commitment to the mission of the agency.

We hire based upon life experiences, work experience, professional training and education, without regard to race, color, religion, sex, age, sexual orientation, national origin, political affiliation, natural origin disability, veteran status, genetic information, or any other basis protected by applicable law.

**Salary/Benefits/Schedule:**

Salary rate: \$45,000 annually. Current benefits include Health, Dental, Life and Disability Insurance, Pension Plan and Paid Leave. The schedule is mostly Monday-Friday 9 am-5 pm, with flexibility required for other hours, including some evening or weekend hours.

**To Apply:**

Download application from [www.domesticviolence-wilm.org](http://www.domesticviolence-wilm.org) and mail with cover letter and resume, postmarked by January 14, 2022 to:

Vacancy: Director of Development  
Domestic Violence Shelter and Services, Inc.  
P.O. Box 1555  
Wilmington, NC 28402-1555

Or submit application, resume and cover letter via email to [dvssgrants@gmail.com](mailto:dvssgrants@gmail.com) by January 14, 2022.

No phone calls, walk-ins, or faxes please. EOE