



Job description for the position of

DIRECTOR/VP OF DEVELOPMENT



OVERVIEW

The Director/VP of Development is a key leadership role responsible for advancing the mission of Newhouse through strategic fundraising, impactful donor engagement, and execution of signature events. This role works closely with the CEO, Executive Philanthropic Advisor, Development team, Marketing team, agency leadership, volunteer committees, and community partners to meet and exceed fundraising goals. With a passion for building relationships and telling powerful stories, the Director of Development fuels the resources that help survivors heal, grow, and thrive.

SCHEDULE + BENEFITS

-This is a full-time, exempt position
-General schedule is Monday through Friday plus occasional weeknights and weekends for events/planning. However, Newhouse does practice a flexible work environment as long as the work and key objectives are being accomplished.

Newhouse pays 100% of employee health and dental benefits and matches 401(k) contributions 4% (following a 90-day qualifying period for enrollment). We offer an EAP (Employee Assistance Program), and a generous PTO package starting at six weeks of PTO per year and a two-week sabbatical after one year of employment for FT employees. Newhouse also has an executive chef on staff and provides three hot meals to residents that shelter staff can also enjoy.

PRIMARY DUTIES + RESPONSIBILITIES

- Lead and manage Newhouse signature events, including volunteer committee coordination, sponsorship acquisition, budget oversight, and goal achievement.
- Cultivate existing and develop new donor relationships that support the growth and execution of our mission.
- Collaborate with individuals and businesses to create and support third-party events that financially benefit Newhouse.
- Conduct donor visits, host site tours, and build relationships with donors, volunteers, and stakeholders to deepen engagement and inspire giving.
- Work in partnership with Marketing on donor communications, appeals, and solicitations.
- Maintain and execute a comprehensive annual calendar of fundraising activities, events, and campaigns.
- Track fundraising and donor performance, monitor ROI, and analyze trends to inform strategy and improve outcomes.
- Grow and manage prospective donor lists for events and unrestricted gifts.
- Develop and implement a donor stewardship plan that ensures consistent follow-up, gratitude, and relationship-building.
- Work collaboratively with Development team and other departments to tell the story of Newhouse.

- Meet deadlines, communicate effectively and proactively, and support the efficient operation of the department and cross-departmental collaboration.
- Set and manage Development's budget, outcomes, and goals.
- Perform other duties as assigned.

SKILLS + KNOWLEDGE REQUIRED

- Bachelor's Degree
- Minimum of three years of experience in fundraising, donor relations, communications, or nonprofit development.
- Proven experience with special event planning and fundraising and leading volunteer committees. Demonstrated success in meeting and exceeding fundraising goals.
- Familiarity with donor and event management platforms (ex. Raiser's Edge, Neon, OneCause) and Microsoft Office.
- Strong interpersonal and verbal communications skills, with the ability to connect authentically and meaningfully with a wide range of stakeholders.
- Creative, mission-aligned thinker who thrives in a collaborative environment.
- Ability to work flexible hours, including occasional weekends and evenings.
- Knowledge of the Kansas City philanthropic community.
- Must pass a background check and have reliable transportation.

KEY SUCCESS MEASURES

Flexibility + Adaptability	Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control.
Team Building	Communicates the vision and objectives through behaviors and actions. Encourages and supports individuals through change. Fosters an environment that encourages sharing ideas and accomplishing goals as a team.
Boundaries + Self Care	Models appropriate boundaries with residents, staff, and visitors. Maintains appropriate work and personal life boundaries; actively practices self-care and seeks assistance when feeling overwhelmed.
Communication (Verbal + Written)	Expresses views constructively in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly and promotes an exchange of ideas. Is an effective listener – listens openly without interrupting. Shows tact, courtesy and diplomacy in dealing with others. Delivers information effectively in a variety of formats. Is succinct in communications, recognizing time is a valuable resource for all.
Documentation	Exhibits a clear understanding of the importance of documentation. Is able to efficiently navigate the organization's donor and event databases and completes documentation in a timely manner.
Relationship Management	Uses appropriate interpersonal communication methods to work effectively with peers, donors, volunteers, supporters, clients, and community organizations to meet mutual goals and objectives; builds networks to obtain cooperation. Understands that the environment at Newhouse is one of trauma healing and recovery, and interactions with our residents need to be handled with a Trauma Informed Care lens.

Decision Making + Problem Solving	Obtains information and identifies key issues relevant to long-term goals. Actively plans, leads, and develops with others for the success of the program. Diligently thinks through problems and can select appropriate alternative courses of action to create a solution.
Stress Tolerance	Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Maintains a positive attitude despite stress and frustration. Works effectively under pressure and approaching deadlines. Has a calming influence on others in stressful situations.
Financial Management	Demonstrates an understanding of fiscal responsibility and the impact of budget performance on the operation. Monitors spending and tracks expenses appropriately against the budget. Participates in developing department budget and proposing team structure and salaries.
Confidentiality	Properly maintains the privacy of donors and clients and readily adapts to new procedures to ensure confidentiality is achieved.
Change Management	Continuously seeks and encourages others to seek opportunities for different and innovative approaches to addressing organizational challenges, advocates the need for self or others to seek a better way to address work processes.
Functional Report	Has the functional competence (skills + knowledge) to be effective in their job. Keeps up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

WORK CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee may frequently sit at a desk, use a computer, view work from a computer monitor, climb stairs, and be required to lift and carry 20 lbs.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Our client base is from varying backgrounds, physical and mental health conditions, and staff must be able to maintain composure, act in a trauma informed manner, and support the de-escalation of stressful situations.

AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We are committed to a work environment that gives voice to, supports, inspires, and respects all individuals. Employment at Newhouse is solely based on a person's aptitude, qualifications, and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

TO APPLY

Please submit a resume and cover letter to apps@newhousekc.org.

Please put "Director/VP of Development" in the subject line of your email.

Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.

I have read and understood the duties and expectations as described in this position description.

Employee Printed Name

Signature

Date