



## POSITION TITLE: Director of Development

<b>DEPARTMENT:</b> Philanthropy	<b>REPORTS TO:</b> Chief Philanthropy Officer
<b>FLSA:</b> Exempt	<b>LAST REVISED:</b> March 2026

### ROOF ABOVE

Roof Above is NC’s most comprehensive homeless service provider. Our mission is to unite our community to end homelessness, one life at a time. Focusing on individuals experiencing homelessness, Roof Above offers everything from street outreach to shelter to Rapid Rehousing to Permanent Supportive Housing. Roof Above’s services and programs reach over 1,400 individuals every day across nine campuses in Charlotte.

### POSITION SUMMARY

The Director of Development (DOD) is a senior member of the Philanthropy Department, reporting to the Chief Philanthropy Officer. This role oversees the strategy and execution of the annual fund, including donor acquisition, retention, and stewardship across all giving segments. The DOD also supports all initiatives connected to Major Gifts, Planned Giving, Community Partnerships, Public & Private grants, and aims to strengthen cultivation strategies and align fundraising efforts across the team. This position requires disciplined execution, data-informed decision-making, and a focus on expanding philanthropic support for Roof Above’s mission.

### ESSENTIAL FUNCTIONS

- Develop and execute strategies to strengthen the Annual Fund and expand Leadership Giving support.
- Lead, mentor, and support direct reports to ensure strong performance, professional growth, and alignment with team goals
- Direct and manage activities related to biannual appeals, donor acquisition strategies, special events, and external communications.
- Lead donor cultivation and stewardship efforts, including relationship development, responsive communication, donor journey planning, timely acknowledgments, and targeted solicitations.
- Partner with the Director of Philanthropy Operations to analyze donor giving patterns and implement strategies that grow support across all donor segments.
- Qualify, cultivate, steward, and grow a donor portfolio through consistent, strategic, and creative engagement aligned with nonprofit fundraising best practices.
- In collaboration with the Communications Team, develop and produce annual fund and donor stewardship materials, and ensure aligned marketing timelines, messaging, and campaign materials.
- Support True Blessing initiatives as directed by the Chief Philanthropy Officer, including a key role in recruiting and supporting True Blessings table hosts.
- Lead the team in preparing, submitting, and reporting on grants, both private and public, including stewardship and engagement strategies for institutional funders.
- Work with the Chief Philanthropy Officer to coordinate Development team priorities, track goals, and monitor performance metrics.

### OTHER DUTIES

- Promote and lead initiatives that strengthen a culture of philanthropy across the organization and Roof Above community.
- Provide leadership on best practices related to donor data management and integrity.
- Collaborate with the Director of Philanthropy Operations to manage donor pledges, including the preparation and distribution of biannual pledge statements.
- Support broader Philanthropy team initiatives and projects as directed by the Chief Philanthropy Officer.
- Serve as a member of Roof Above’s Extended Leadership Team



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### EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Bachelor's degree required, and a minimum of five years of professional fundraising or development experience, including demonstrated team leadership and management.
- Exceptional written and verbal communication skills, with the ability to engage donors, partners, and colleagues effectively.
- Proven ability to envision, design, and implement systems and processes that strengthen development operations.
- Proficiency with the full Microsoft Office suite and experience working with donor databases or CRM systems.
- Ability to manage multiple priorities simultaneously in a fast-paced, mission-driven environment.
- Commitment to delivering an outstanding experience to donors, volunteers, and clients.
- Strong attention to detail and organizational discipline.
- Demonstrated flexibility and the ability to adapt quickly to evolving priorities and opportunities.
- A love of our mission and clear commitment to modeling the values of Roof Above in all aspects of the role.

### PROGRAM OVERVIEW

The Roof Above Philanthropy team raises more than \$10 million each year, across thousands of community supporters, to sustain the programs and services that help our neighbors experiencing homelessness move toward stability and housing. Through strong partnerships with individuals, congregations, corporations, and foundations across the region, the team mobilizes broad community support and engagement.

We recognize that Roof Above delivers the most comprehensive continuum of homelessness services in North Carolina. In response, our Philanthropy team is committed to building a best-in-class culture of generosity—one defined by trust, transparency, and deep accountability to our supporters. Together with our partners, we work to inspire sustained investment in a mission that calls our community forward: ending homelessness, one life at a time.

### WORKING ENVIRONMENT

Individuals must be able to work with limited supervision, embrace a fast-paced environment, and be comfortable de-escalating negative behaviors with diverse individuals including persons with mental illness and substance use issues.

The Philanthropy Team's offices are located at Roof Above's Day Services Center. Position requires being on campus most days.

### OUR VALUES:

#### Heart for the Work

- We choose this work and embrace this place.
- We practice radical compassion.
- We each do our unique part to end homelessness.

#### Solution-Oriented

- Grounding ourselves in what we know, we imagine what is possible.
- We are intentional about getting the right people involved and we move towards effective action.
- We are exhaustive in our search for solutions.

#### Bring Our Best

- We practice self-care, self-awareness, and safety.
- We recognize what we need to let go of to move forward.
- We exercise diligence and grit.

#### Value Others

- We honor the profound worth of each life and our work reflects it.
- We meet people where they are and approach others with genuine curiosity.
- We know we can't do it alone. We are stronger and smarter together.



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Roof Above is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees

HR Approval: Tamacia Bing, PHR	Title: VP, Human Resources	Date: March 03, 2026
Chief Name: Jeremy Hall	Title: Chief of Philanthropy	Date: March 03, 2026

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Disclaimer: This job description is not a contract of employment, and the employer reserves the right to revise at any time.