Mission: Avalon Healing Center provides those affected by sexual assault with immediate and ongoing comprehensive services, at no cost, that encourage survivor healing and empowerment, promote public awareness and leads social change. For more information see www.avalonhealing.org

Job Description

Job Title: **Associate Director of Development**
Reports to: **Senior Director of Development**
Type: **Full-Time, Salary Exempt**
Salary Range: **$75,000 - $85,000**

Position Summary

Associate Director of Development at Avalon Healing Center is a key member of the Fund Development Team, responsible for executing fundraising and engagement strategies that support the organization's mission to provide compassionate, trauma-informed care to survivors of sexual assault. Reporting to the Senior Director of Development, this role is responsible for executing and advancing key areas of development, including donor engagement, fundraising campaigns and initiatives, capital campaign activities, and fundraising events, with a focus on increasing sustainable revenue and strengthening community support. The Associate Director of Development works collaboratively with Executive Leadership and across teams to secure and steward resources that sustain and expand Avalon's vital programs and services. This position plays a key role in strengthening Avalon's visibility, deepening partnerships, and advancing long-term financial sustainability.

Key Responsibilities

Strategic Fund Development

- Support the development and implementation of Avalon's Fund Development Plan, including a comprehensive engagement strategy to build relationships and drive involvement in Avalon's mission
- Execute fundraising strategies, campaigns, and initiatives to achieve annual fundraising goals
- Implement assigned components of the Avalon Strategic Plan related to Finance, Development, and the Avalon Model of Care
- Contribute to the development and execution of the capital campaign, including defining goals, timelines, fundraising phases, and donor engagement strategies to meet or exceed campaign targets
- Partner with the Director of Communications to develop and maintain fundraising collateral (e.g., campaign presentations, impact reports, pledge cards), ensuring alignment with fundraising strategies and donor engagement goals

Donor and Stakeholder Engagement

- Build and maintain strong relationships with stakeholders, including board members, donors, community partners, and volunteers
- Manage a portfolio of donors and prospects, developing and executing strategies for cultivation, solicitation, and long-term stewardship to achieve fundraising goals
- Represent the organization at community events and meetings to promote Avalon's mission and enhance organizational visibility
- Stay updated on industry trends and best practices in engagement strategies
- Advance the growth and expansion of the Avalon Model of Care by cultivating strategic partnerships, securing aligned funding opportunities, and promoting awareness of Avalon's approach to new audiences and stakeholders

Fundraising & Community Events

- Plan and execute fundraising and major client-centered events, including logistics, timelines, vendor coordination, and day-of execution
- Develop and manage event sponsorships, including identifying prospects, cultivating relationships, securing support, and ensuring fulfillment of sponsor benefits
- Collaborate with the Director of Communications to create compelling fundraising content that showcases the organization's impact and inspires support
- Coordinate event volunteers and serve as the primary point of contact
- Lead post-event reporting, evaluation, and continuous improvement

Donor Database Management

- Manage the donor database (CRM), ensuring accurate tracking of donations, interactions, events, and engagement activities
- Ensure accurate and timely donor acknowledgements and stewardship communications, leveraging CRM systems to support a consistent and high-quality donor experience
- Generate reports on donor activity, campaign performance, and fundraising progress
- Maintain data integrity through regular audits and updates

Requirements and Skills

Qualifications

- Bachelor's degree in nonprofit management, communications, business, or related field (or equivalent experience)
- Minimum of 4 years of experience in fundraising, development, or nonprofit engagement
- Demonstrated experience in donor relations, events, or fundraising campaigns

Core Competencies

- Demonstrated ability to lead and execute complex initiatives, working collaboratively across teams
- Excellent interpersonal and communication skills, with the ability to build meaningful relationships with diverse stakeholders
- Strong project management and organizational skills, with the ability to manage multiple priorities and deadlines
- Experience planning and executing fundraising and client-centered events
- Proficiency with CRM systems and digital engagement tools
- Ability to analyze data and use insights to inform decision-making
- Ability to obtain and maintain training in the field of sexual violence, trauma-informed care and survivor confidentiality policy and best practice (including completion of Creating PRESENCE)

Work Environment & Expectations

40 hours per week; some evenings and weekends required for events and training, with flexible scheduling to accommodate work outside standard business hours.

Equal Employment Opportunity Policy:

Avalon provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply, send your resume and cover letter to MiVida Burrus, Senior Director of Development, at mburrus@avalonhealing.org by April 17, 2026.