

Dorothy's Place

Associate Director of Development

The Board seeks a fundraiser to systematically target and solicit individual and institutional donors, and nurture fundraising partnerships.

Based in Salinas and providing support throughout California's Monterey County to those experiencing housing insecurity, Dorothy's Place offers services that include clothing, laundry and day shelter; homeless encampment outreach; housing navigation; behavioral health support; health care management; and supportive housing. The organization is dedicated to providing a road out of poverty with love, respect and compassion.

[Dorothy's Place](#) takes a housing first approach to ending poverty. Programs include:

Dorothy's Kitchen serves about 350 nutrient-dense, restaurant-quality meals daily, and up to 600 during holidays.

SanaVida Healing Center is a wellness center for those experiencing crisis, substance use challenges, mental health conditions, or behavioral health concerns.

Streets To Homes provides direct support to those experiencing homelessness or at risk of losing their housing due to eviction or other crises.

House of Peace - A transitional living program for adults who have experienced chronic homelessness.

The organization has an operating budget of \$3.5m, a staff of 27 and a 6-member Board. FY26 projected sources of income are roughly 35% from fee-for-service, 34% from state and federal grants, 19% from major gift and other solicitation activities targeting individual donors and businesses, 10% from private foundations, and 2% from program fees collected from beneficiaries and tenants.

The following responsibilities represent the essential functions of the position:

- Act as the initial entry person for prospective and current donors and for development department volunteers.
- Develop donor target lists, collect and enter data on donors to the system, and produce written material, donor acknowledgements, reports, tracking of gifts, etc., while ensuring information accuracy.
- Schedule appointments and meetings, provide meeting support, distribute meeting packets, compile meeting and event attendance information; maintain development files and records, develop grant proposals and other written material.
- Assist with the production and dissemination of grant requests, responses and proposal material; assist with the production and mailing of direct mail appeals, newsletters and other correspondence.
- Assist with specific activities related to the implementation of special events, including donor mailings, reservations, clerical assistance, day-of-event support, gift tracking, etc. May require attendance at evening events.
- Act as a resource for the organization, serving as a liaison between trustees, Board and development office. Field phone calls, answer inquiries, provide administrative support.

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- Plan and coordinate donor and volunteer recognition events.
- Other duties as assigned to ensure successful operations.

IDEAL EXPERIENCE & QUALIFICATIONS

The successful candidate will have deep professional fundraising experience, with personal alignment to the mission of Dorothy's Place, including the following professional attributes:

- A strong track record working together with Boards and management teams to engage prospective major gift donors on behalf of human services nonprofits; experience with nonprofits focused on homelessness and extreme poverty is advantageous but not a requirement;
- A successful track record of personally soliciting gifts from individuals and institutional sources; broad-based knowledge of various development activities including: direct solicitations, online giving, social media, proposal and grant development, planned giving, capital campaigns, event planning and management; practical experience in using data to manage the fundraising process;
- Experience shaping marketing outreach and messaging, websites, social media, email interactions, branding and advocacy in ways that engender funding support;
- Superior written and oral communication skills, with exceptional attention to detail and the ability to articulate a compelling case in person and in writing for Dorothy's Place programs; demonstrated success in bringing regular, positive media attention to an organization;
- An openness to be guided by others; a good listener and strategist; a strong commitment to the culture and values of Dorothy's Place; emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.

COMPENSATION

The salary range for this position is \$90,000 - \$110,000 annually.

For more information please contact:

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