

**ASSISTANT DEVELOPMENT DIRECTOR
THE WARRIOR MEDITATION FOUNDATION, INC dba
SAVE A WARRIOR®**

Description: Full-time, reporting to the Director of Development and Marketing

Salary: Range of \$55,000 – \$65,000 plus generous vacation, health, and retirement package; hybrid work environment.

Summary: Are you interested in helping to solve the staggering number of suicides plaguing Veterans, active-duty military and first responders? Do you want to make an impact through your fundraising skills that saves lives? If so, this might be the opportunity for you!

Founded in 2012 by Ronald “Jake” Clark, Save a Warrior (SAW) is a nonprofit organization that uses a novel, Integrated Intensive Intervention model to unpack, educate, and transform the lives of those suffering from Complex Post-Traumatic Stress who are at an elevated risk of suicide. SAW operates in Hillsboro, Ohio from the S/Sgt. Dick Wood Warrior Village, home to the National Center of Excellence for Complex Post-Traumatic Stress. We need someone who understands the dynamics of raising funds for a fast-growing and fast-paced nonprofit, and approaches this work with creativity and an entrepreneurial spirit. The right person can work autonomously, take a sense of ownership in their work, and understands the value proposition of SAW in building collaborations and partnerships with donors, volunteers, and stakeholders. The Assistant Director of Development will act as the right hand to the Director of Development and Marketing. As such, this position plays a key role in the continued success of SAW’s fundraising efforts by helping to set, achieve or exceed financial goals, ensuring positive interactions with team members, the Board of Directors, volunteers, patrons, donors, and the general public.

Primary Job Duties: Donor acquisition, conversion, and retention; execution of and refinement to the development strategy; prospect identification; grants management; event planning and execution; budget management; volunteer leadership; marketing and messaging.

Requirements:

Working knowledge of all fundraising functions.
Effective as an independent worker and team member.
Excellent oral and written communication skills.
Detail-oriented and motivated to achieve.
Multi-project time/issue management and the ability to meet deadlines consistently.
Critical listening and creative problem-solving skills.

Experience:

Three or more years fundraising experience including all aspects of contributed income, e.g., direct mail and online solicitations, personal major gift asks, prospect research, events management; data analysis, decision-making and reporting.
Demonstrates an understanding of nonprofit operations.
Has track record of leading successful fundraising initiatives.
Execution of short- and long-term fundraising strategies; problem-solving to maximize success.
Ability to interface and engage diverse volunteer and donor groups.

If you are still reading and interested, we'd love to hear from you! Submit your resume and cover letter to lori@goettler.com (Subject: SAW Asst. Development Director). Applications for this position via social media, in person, telephone, or any method other than the above will not be considered.