

Hope Communities, Incorporated

Job Description

Job Title: Development Director
Reports To: President and CEO
FLSA Status: Exempt

POSITION SUMMARY

The Director of Development will be responsible for advancing the mission of Hope Communities, a vibrant and impactful nonprofit in the Denver Metro Region, by leading fundraising efforts. The Director will raise funds via grants, individual donations, and other sources to support programs and services. The Director will take the lead but work closely with key staff to develop an annual fundraising event.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads fundraising efforts to secure money to supplement an approximate \$1.4 million dollar program budget. While growing, the development department raises approximately 50% of that amount at this time. Secures funding through grants (foundation, corporate, government, and faith-based), fundraising events, and individual donations.
- Engages with key staff to develop a strategy and calendar for grant submissions and to ensure accurate program scope, budgeting, and reporting for grants. Works with the Manager of Programs and program staff to compile and include outcome data in grant reports.
- Takes the lead to design and implement one signature fundraising event annually. Works in tandem with the volunteer coordinator to host a donor/volunteer appreciation reception once per year.
- Researches individual donors who might have an interest in supporting the mission and values of Hope Communities. Cultivates relationships with donors and funders.
- Works closely with the Development Committee of the board to support fundraising and community engagement efforts.
- Completes, in coordination with the CEO, an annual appeal each year with a broad constituency of donors.
- Defines and executes a donor stewardship plan, in coordination with the CEO and Manager of Programs.
- Develops key messaging for use by the board to support community awareness and fundraising.

OTHER DUTIES AND RESPONSIBILITIES

- Works cooperatively and collaboratively with management and other staff.
- Supports communication and marketing efforts, along with other members of the team.
- Works with the CEO to create development reports to present to the board on a regular basis.
- Occasionally represents Hope Communities within the larger community.
- Demonstrates the core values of the organization in all that is required in the position.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None at this time.

QUALIFICATIONS

To be successful, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to write professionally and persuasively, and to articulate the mission and vision of Hope Communities to a diverse constituency.
- Experience with a broad array of communications mediums, including print, graphic, social media and web-based communications.
- A minimum of four years of proven development experience, including explicit work history with individual giving, corporate engagement, and grant-writing.
- Experience with fundraising databases and Microsoft Office software required. Experience managing website content (development and placement) preferred. Experience with Adobe design software is highly preferred.

- Knowledge of foundations and funders throughout the State of Colorado is highly preferred.
- Self-motivated and able to multi-task.
- Ability to work effectively with foundations, funding organizations, businesses, volunteers, and staff.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and is able to regularly travel throughout the properties by way of interstate highways and primary and secondary roads in the Denver metro area.
- Ability to work in an environment of innovation and growth. As Hope is in a growth mode, successful candidates will be comfortable with the responsibility to design and grow department systems, protocols, schedules, and templates.

EDUCATION AND EXPERIENCE

A Bachelor's degree with at least four years of direct development experience (grants, individual donors, events) and an understanding of the nonprofit sector are required. Five years preferred. Some experience with government, corporate and faith-based funding streams is a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management, public groups, and/or boards of directors.

OTHER

- Equipment used to include, but is not limited to: All office equipment, computer, fax machine, calculator, copy machine, scanner, and telephone system.
- Access: Stairs or ramp access throughout; elevator in two buildings.
- Travel: Minimal travel within the Denver metro area.

COMPENSATION AND BENEFITS

Hope offers fully paid health insurance and a monthly stipend for a family health insurance plan. The organization also offers fully paid dental, life, short-term and long-term disability plans. Employees receive accrued vacation and sick time, twelve holidays and eight hours of paid volunteer time annually.

Salary range: \$72,000 - \$85,000.

APPLYING

Interest applicants should send a cover letter and resume to resumes@hopecommunities.org, marking the subject line of the email as: Director of Development position. Please email questions about the job to the same email and we will reach back out to you.