

Job Title:	Director of Development	Approved Date: 11.12.20 New Revised
-------------------	--------------------------------	--

General Position Information:

This specific job description covers the basics functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

DOL Overtime Status: Exempt	Pay Type: Salaried	Location: HVA Administration
Employment: Full-time	Base Pay Level 8: \$50,500-\$62,500	Department: Executive Office
Workers Comp Code:	Benefit Class: Eligible	Reports to VP of Community Affairs & Assistant to the President
EEOC Class: Professional		Supervises: None

Position Summary:

Under the direction of the VP of Community Affairs & Assistant to the President, the Director of Development is responsible for advancement functions throughout the Hope Villages of America service area and is accountable for implementing direct and indirect fundraising strategy, helping with the establishing a philanthropic culture throughout the organization, integrating internal & external philanthropic strategies. This position is responsible for supporting the organization’s objectives of growing programs & services, retaining donors and raising annual support funds through the creation of relationships with the community-at-large. Provides direct confidential executive-level support to the Hope Villages of America President/CEO.

The Director of Development will work with The Director of Donor Relations to assist with executing, managing, and monitoring a coordinated direct-mail resource program, and seven-touch donor recognition program throughout the organization and integrating the development efforts of new staff and volunteers into HVA. Assists the VP of Community Affairs & Assistant to the President in such duties as may be assigned or delegated to implement services designed to meet the needs of the people served by HVA as well as board, staff, and volunteers.

Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)

- **Education/Training/Experience:** H.S. Degree College Degree* Certification/License*
 - Associates degree (Bachelor’s degree preferred) in nonprofit management, development, marketing, public relations, communications, journalism, business or related field required.
 - Minimum 3-5 years proven experience in a development/communications support role within a dynamic, fast paced environment essential. Experience serving in progressively responsible positions in philanthropy, supporting successful capital and/or annual campaigns using fundamental methods of nonprofit fundraising.
 - Ability to interface at all levels of the organization and with corporate partners, community, and government entities.
 - Must possess exceptional interpersonal and communication skills and exhibit the ability to lead through influence.
 - Microsoft Publisher, MS Office Products (Word, Excel), Raisers Edge software (or equivalents).

- **Leadership:**
 - Collaborate with the CEO, C-Suite Executives, VP(s), Executive Directors, and Program Directors and develop and implement detailed development/communication strategies aligned with organization objectives of growing and retaining membership, developing quality programs and developing financial resources.
 - Actively participate in the strategic planning of and messaging for all initiatives, issues, plans and ventures.
 - Work with Advancement team as they coordinate all HVA sponsored special events including, but not limited to: Charity Tournaments, Annual Gala, Blue Jean Ball, Faces Luncheon, ribbon cuttings and ground breakings, etc.

- **Knowledge, Attitude, Skills and Habits:**
 - Superior communication skills (verbal and written)
 - High degree of discretion and independent judgment
 - Ability to be resourceful, skillful and diplomatic in crisis situations
 - Excellent facilitation and ‘ambassador’ skills to manage sensitive communications
 - Excellent relationship skills

Job Functions, Unique Duties and Responsibilities:

Community Affairs Office:

1. Attend required meetings, take notes, and distribute to appropriate parties.
2. Prepare documents for presentations including PowerPoint shows, spreadsheets, visual handouts, etc.
3. Develop and maintain key relationships between HVA and the community (public and private corporations)
4. Attend advancement and communications development team meetings as scheduled
5. Facilitate tours of HVA operations to prospective donors and partners
6. Educate the community and community leaders on the HVA mission, philosophy, and purpose
7. Educate partners on HVA resources
8. Working collectively with senior executives, ensure continual exposure of the HVA vision to the community
9. All other duties assigned by the VP of Community Affairs & Assistant to the President
10. Assist in fundraising communications directly related to major gifts, campaigns, etc.
11. Assist in the development of annual report and other marketing materials, adapting messages to the giving audience.
12. Identify, cultivate, solicit, and steward donors and prospects in collaboration with the CEO and the Board.
13. Co-manage the acknowledgment, stewardship, and appreciation of major HVA donors and in-kind donors in cooperation with the CEO.

General:

1. Follow the administrative guidelines and policies established by HVA.
2. Maintain a community image consistent with the HVA mission.
3. Engage in a relationship with the Executive Management Team, which is mutually beneficial, fosters teamwork, and advances the mission of HVA.
4. Adhere to the organization's nondiscrimination and harassment policies and report any issues to the CEO immediately.
5. Exercise due care and stewardship of resources which are given to HVA including equipment, food, money, volunteer, and staff time.

Fundraising:

1. Contribute to strategic development planning by supporting systems and procedures designed to maximize private fundraising revenues.
2. Identify, cultivate, solicit, and steward donors and prospects in collaboration with the CEO and the Board Advancement Committee.
3. Expand donor base to include new individual donors, congregations, and corporate supporters by developing a moves management strategy that includes annual giving, major gifts, and planned gifts for long term sustainability.
4. Co-Manage development operations including, but not limited to, donor recognition and acknowledgements.
5. Establish and manage a legacy endowment and operating reserve fund for the organization.

Communications:

1. Co-Manage all fundraising communications directly related to gifts, campaigns, etc.
2. Work with Dir. of Donor Relations to ensure that advocacy initiatives are integrated into all fundraising events and marketing communications.
3. Speak publicly and provide presentations for congregations, civic organizations and community forums.

Community Relations:

1. Actively participate in community networking with civic organizations, congregations, etc.
2. Initiate corporate relationships with decision-makers for the President & CEO.
3. Establish and maintain relationship with various donor prospects, such as existing and potential major donors. Facilitate year-round cultivation with stakeholder groups.

Professional Development:

1. Continue professional development activities needed to maintain appropriate applicable certification.
2. Assist in providing for the professional development of relevant committees, staff, and volunteers about fundraising, as appropriate.

Supervision:

1. Provide support and guidance to various HVA volunteers as appropriate.

Other:

1. Other duties as assigned by the VP of Community Affairs & Assistant to the President.

Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

Key to denote % of time requirements necessary to perform essential functions of this job.

0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

- Physical Requirements: **Light:** Lifting 0-10 lbs. **Moderate:** Lifting 0-25 lbs. **Heavy:** Lifting 25+ lbs.

L - Bending/stooping	M - Standing	M - Lifting	G -Color / Depth perception
L - Reaching above/below the waist	L - Kneeling	L -Taste/Smell	G -Fine hand & finger movements
L - Pushing/pulling movements	G - Sitting	G -Typing	L -Operate motor vehicle
L - Climbing stairs / ladders	M - Walking		L -Operate various equipment

- Working Conditions and Schedules:

G - Interacting with co-workers, vendors, and customers.

O - Exposed at times to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration.

L - Exposed to various noise levels (L= private office, M= showroom/service area, G= jackhammer/metal works/heavy equipment)

G - Office machines, phones, fax, computers, postage meter, etc.

Working environment: semi-private office

M - Available to work nights, weekends and holidays.

- Necessary traits for this position: Seeing Hearing Talking* Reading* Writing*

Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.

Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: English Spanish French Other _____