



Job Description Director of Development

Reports to: Chief Executive Officer

Job summary: The Director of Development is the driving force behind fundraising efforts for Center of Hope. The position develops, implements and monitors a comprehensive fundraising plan to expand philanthropic support of the organization including identifying and strengthening relationships with community stakeholders, fostering strong donor and sponsor stewardship, and seeking, applying for and managing grant funding. This position oversees a 4-member development team.

Direct reports: Marketing Manager, Donor Relations Coordinator, Development Assistant, Volunteer Coordinator

Duties and Responsibilities:

- Develop and implement a comprehensive fundraising plan, including major gifts, foundation giving, planned giving, and special events
- Manage and lead development team providing guidance, training, and support as needed; This includes setting goals and expectations for each team member, monitoring performance, and providing feedback to ensure goals are met and exceeded
- Drive donor-centric partnerships to support financial and in-kind goals with donors and community partners
- Identify and recommend new funding opportunities available to Center of Hope
- Oversee donor relations coordinator in developing and executing stewardship activities, ensuring a high-touch response to donors and partners
- Manage grant schedule; Research, prepare, submit, and manage grant proposals and reports that support organization goals and meet funder guidelines and criteria
- Oversee marketing manager in developing and executing marketing and communications strategies
- Oversee and strengthen development systems and processes including recordkeeping and reporting, gift entry and acknowledgment, and donor data management.
- Manage and execute the biannual fundraising event, as well as other special events
- Represent Parker County Center of Hope at community events
- Attends and participate in departmental and Center of Hope meetings and professional development activities as directed
- Serve as a member of Center of Hope's leadership team
- Perform other duties as assigned by the CEO

Qualifications:

- Bachelor's degree in nonprofit management or related field
- Minimum of five years of experience in nonprofit fundraising; CFRE credentials preferred
- Excellent written and verbal communication skills

- Strong leadership and management skills
- Demonstrates ability to work collaboratively
- Experience with fundraising software and donor databases
- Strategic thinking and problem solving skills
- U.S. citizenship or permanent residency
- Self-starter who can initiate and complete projects
- Proficient in computer literacy and Microsoft Office Suite
- Experience with donor management software preferred
- Actively involved in a Christian church

Work week expectation:

- This is a full-time position of approximately 35 hours per week
- The work week is Monday-Thursday; although primary working hours are during the day, on occasion, some evening and/or weekend work may be required to complete tasks

Physical requirements of this position:

- Prolonged standing and walking, as well as sitting at a desk and using a computer
- Physically able to bend, stoop, and lift in order to facilitate job responsibilities noted above
- Must be able to routinely lift boxes, bags and donated items weighing up to 10-15 pounds, and occasionally heavier items up to 20-30 pounds as needed
- Vision and hearing must be sufficient to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

CORE VALUES

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

Employee Signature

Date

Supervisor Signature

Date