

Love Makes The Difference



Development Director, *Hour Children, Inc.*

Hour Children was founded to help incarcerated and formerly incarcerated women and their children successfully rejoin the community, reunify with their families, and build healthy, independent and secure lives. To accomplish this, Hour Children provides compassionate and comprehensive services and encourages all to live and interact with dignity and respect. Women in "hour programs" are ten-times less likely to return to prison than their peers. Hour Children is one of only a handful of organizations to earn a perfect score from Charity Navigator.

We are seeking an experienced development professional to build upon our current fundraising success as we move forward into an exciting capital campaign. The Development Director will report to the Executive Director.

Roles and Responsibilities:

- Supervise the writing of (or write) grants & proposals, and interim & final reports to ensure compliance with all funder reporting requirements
- Promote new and increased giving among individual, private, foundation, corporate and government funding.
- Oversee branding, electronic marketing, public relations, and social media efforts
- Develop and edit content for all marketing collateral and outreach materials including newsletters, appeal letters, press releases, brochures and invitations
- Supervise all fundraising events
- Supervise Development Team to ensure department goals are met

QUALIFICATIONS

Education: Bachelor's degree required, Master's degree preferred.

Experience: Minimum of seven years of experience in fundraising (with a proven track record of success in obtaining foundations, individual and government support.)

Fluency in Word & Excel

Word Press (helpful)

Strong writing skills

Familiarity with fundraising software tools

Strong analytical skills

Ability and willingness to multi-task

Team Player with commitment to social justice issues

Preferred, but not required

Experience working with criminal justice involved populations

Competitive benefits package including medical and dental insurance, 401k option, vacation, and sick leave.

Preferred Start Date

Immediate

Send resumes and cover letter to robz@hourchildren.org

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JOB DESCRIPTION

POSITION: Development Director

STATUS: Full-time

POSITION SUMMARY: The Development Direction is responsible assuring that Hour Children reaches its goals for projected income from foundations, individuals, and other sources. The director facilitates relationships with existing and potential donors in order to meet yearly fiscal and donor participant goals.

JOB RESPONSIBILITIES:

- Supervise the writing of, or write, grants & proposals, and interim & final reports
- Ensure compliance with all funder reporting requirements
- Manage donor acquisition, renewal, acknowledgement and cultivation through a variety of internal/external efforts
- Promote new and increased giving among varying groups, including individual, private, foundation, corporate and government funding.
- Develop and promote a consistent marketing message for the organization
- Oversee branding to ensure consistency across all areas of the organization
- Oversee all electronic marketing and public relations efforts
- Develop and edit content for all marketing collateral and outreach materials including newsletters, appeal letters, press releases, brochures and invitations
- Oversee the content, layout, and ongoing maintenance of organization's website
- Supervise all social media marketing programs
- Supervise all fundraising and marketing events

- Oversee development and maintenance of all donor, VIP and media lists
- Work collaboratively with the Board of Directors and the Junior Board to meet agreed upon goals
- Supervise Development Team to ensure department goals are met

SKILLS AND QUALIFICATIONS:

Significant experience in fund raising

BA or BS degree, Master's degree preferred

Fluency in Word & Excel

Word Press (helpful)

Strong writing skills

Familiarity with fundraising software tools

Strong analytical skills

Ability and willingness to multi-task

Team Player with commitment to social justice issues