



DIRECTOR OF DEVELOPMENT

HOPE Helps, a local non-profit with a mission to prevent hunger and homelessness to keep families in their homes, is looking for a talented senior level individual who is compassionate, resourceful, and dedicated to joining our team. The ideal candidate will be self-motivated, committed to the organization's mission and values, while consistently functioning as a highly dedicated team player, as well as an effective fundraiser for the organization. This candidate is responsible for aligning HOPE's contributed revenue strategies to support sustainable growth. This entails developing and implementing a fundraising plan to drive revenue, expand the donor base and increase philanthropic support. Identify and manage the fundraising activities of HOPE with a focus on fostering collaborations from corporations, public and private organizations, faith communities, and individual and position the organization for its next phase of growth. Required: Bachelor's degree or 5 years proven track records in Fundraising/Donor Relations. Capital Campaign experience a plus.

1. Understanding of HOPE's mission, values, vision, programs and structure.
2. Establishes, organizes and manages cultivation and stewardship activities to support fundraising plan/goals.
3. Oversee individual giving (monetary or in-kind) and their recognition (thanking, campaigns, after hours, etc.) according to donor matrix.
 - a. Work alongside the CEO with Major Gifts and coordinate thank you/recognition with HOPE's Board of Directors to align with matrix (BOD).
 - b. Manage Hearts for HOPE Club meetings, society recognitions.
4. Maintain, oversee and track all contacts for assigned portfolio and connections through Donor database (DonorPerfect).
5. Develop reports as needed (prospects, new donors, lapsed donors, quarterly donations, monthly giving, sponsorship activities, online transactions, monthly donor retention, moves management updates).
6. Guide the strategy, execution and evaluate all annual campaign performances (e.g. Summer Match).
7. Oversee tier-levelled sponsorship growth strategies for all events and budget to increase corporate giving, individual and major gifts.
8. Recruit donor prospects through weekly tours, four per month (individuals and groups), add to Moves Management, and follow up (including Take Over Days).
9. Review corporate partnerships, cause-marketing trends and identify opportunities to incorporate these trends where appropriate to HOPE, to increase revenue streams to meet organizational goals.
10. Proof annual giving mailings and year-end receiving (alongside CEO/Director of Finance).
11. Manage Vision of HOPE fundraiser:
 - a. Work with Board to secure donors (tables).
 - b. Assistance from Sponsorship, Events, Marketing and Volunteer depts (logistics).
12. Leads bi-weekly Development Meeting alongside CEO with Development Coordinator, Special Events Coordinator, (as relates to in-kind) and Administrative Assistant. Provide agenda, development dashboard, accountability tracking.
13. Serve as HOPE representative and present at networking events where beneficial to HOPE in development/fundraising activities. (example: Seminole/OWS Chambers and other networking opportunities) and report results on new connections in development meetings and share contacts to Admin Assistant.
14. Proof story ideas, as it pertains to Development/Fundraising (alongside Admin and Marketing).
15. Create Annual Fundraising Plan and overall Development budget alongside CEO, and Director of Finance, 4th Quarter for following year. Manage departmental budget and monitor performance against revenue goals throughout the year.
16. Contribute/collaborate on social media content and share HOPE content on social media accounts.
17. Work alongside CEO in preparing Annual Report (Program Directors, and other team members)
18. Review and update HOPE's profiles/portraits as it pertains to non-profits' overall performance and evaluations, annually (ex: Charity Navigator, Central Florida Foundation).
19. Supervise and support Development staff, fostering a collaborative, and high-performance team.
20. Oversee Development Standard Operating Procedures (SOP) alongside Development Team and CAO.
21. Liaison to HOPE's Interfaith Coalition in coordinating meetings, guest speakers, maintaining engagement and any Outreach Events (notes/distribution).

22. Coordinates updates, capture photos, minutes and special event information for bulletins or other flyers on behalf of Coalition members. Propose ways to engage more members and improve participation.

Please send resume, cover letter and pay rate expectation to resume@hopehelps.org with DIRECTOR OF DEVELOPMENT in the subject line.