



## Director of Development

**Overview** – The Director of Development (DoD) is an integral part of the HOME WORKS! (HW!) team and responsible for securing charitable contributions to support HW! mission, vision, and budget. The DoD fosters a culture of philanthropy throughout HW!, and creates a donor-centered organization through a comprehensive relationship-building program including cultivation and communications.

Our Founder, Karen Kalish, transitioned the CEO role to our new CEO on July 1, 2021, and offered to serve as our Director of Development until a permanent DOD is hired. This is an excellent opportunity for someone excited to accept the transfer of extensive development experience and relationships while building a plan to take us into the future. HW! plans to deepen programming over the next few years and seeks a candidate to grow with us.

**Reports to:** Chief Executive Officer

**Direct Reports:** Grant Writer

### Primary Responsibilities:

- Responsible for identifying, engaging, soliciting, and closing gifts from foundations, individuals, and corporations to support \$1+ million organizational budget.
- Facilitates transfer of knowledge, documentation, donor history, and donor relationships from the Founder and uses that information to build a fundraising plan.
- Designs and implements fund development strategies that generate the resources necessary to support HW! mission, vision, and budget.
  - Identify, develop, and steward current and new donor sources.
  - Produce materials such as letters, brochures, and web content, that enable HW! to attract, retain, and excite/inspire donors.
  - Set donor and fundraising targets to meet HW! revenue needs and develops and executes strategies to meet those targets.
  - Help board members, CEO, fundraising committee members, and staff identify, engage, solicit, and close charitable gifts.
  - Work with grant writer to develop, write, and timely submit grant proposals to foundations, corporations, and government agencies (where appropriate).
  - Maintain donor and prospect records and informational reports.
  - Conduct ongoing prospect research.
- Serves as part of the senior leadership team, working to support and deliver the mission of HW!
  - Staff the Board's Fundraising Committee and support their efforts to identify new donors and steward current donors.
  - Provides vital input in short- and long-term planning.

- o Serves as an organizational ambassador, nurturing community relationships and identifying individuals for committee positions and board candidacy.
- Be an active leader and participant of all HW! fund development activities.
  - o Ensures compliance with all relevant regulations and laws,
  - o Ensures compliance with code of ethical principles and standards of conduct for fund development and fundraisers.
  - o Ensures establishment of and compliance with HW! fundraising plan, policies, and procedures.
  - o Assures stability by creating a work environment that is rewarding to staff and volunteers.
  - o Establishes personnel accountabilities for development staff and regularly evaluates performance.
- Informs the CEO, board, and fundraising committee on the progress of the organization's fundraising plan and factors influencing trends, issues, challenges, and opportunities.

**Qualifications, Skills, and Experience:**

- Management skills including short- and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management.
- Proven ability to motivate and direct board and fundraising committee members; comfortable providing direction and support to other staff soliciting donors.
- A record of success in identifying, cultivating, soliciting, and stewarding nonprofit donors, including the closing of major gifts and annual campaigns.
- Extremely well-organized; a creative self-starter, capable of handling multiple tasks, establishing priorities, and meeting deadlines.
- Experience with Google Office Suite, Constant Contact, and DonorPerfect preferred.
- Bachelor's Degree or equivalent combination of education and experience.
- At least three years related work experience.

**Work Environment**

HW! prides itself on cultivating a balanced, flexible, and rewarding work environment. Position responsibilities may take place in a combination of in-person office and remote work settings. Infrequent nights and weekends may be required.

**Position Specifications**

- Full-time, exempt
- Salary range \$70,000-\$80,000 commensurate with experience
- Benefits include employer-sponsored health, dental, vision, and life insurance, paid holidays, and earned paid time off

**To apply please submit your resume and a thoughtful cover letter to [resumes@teacherhomevisit.org](mailto:resumes@teacherhomevisit.org) .**