Reports To: Executive Director

|  |  |  |
| --- | --- | --- |
| Type of position:  ☒Full-Time  ☐Part-Time  ☐Contract | Status:  ☒Exempt  ☐Nonexempt | Hours: 40 /week  ☒Flexible  ☐Scheduled  ☐On-Call |
|  |  |  |

Job Purpose:

The Development Director (DD) serves as part of the leadership team at HHOC. The DD manages all of the organizations communications, fundraising and development initiatives. The DD should ensure a viable, varied and innovative revenue base to support the short and long-term objectives of HHOC.

Allocation of Time:

Strategic Development & Planning – 35%

Hospitality House of Charlotte

Job

Description

**Job Title: Development Director**



Major Gifts – 30%

Marketing – 10%

Management – 15%

General Responsibilities – 10%

Summary of Duties:

The following is a summary of the duties and responsibilities of the Development Director. He/she may perform other assigned duties both major and minor, which are not mentioned below. Specific responsibilities may change from time to time at the discretion of the Executive Director.

# Strategic Development and Planning

* Develops and execute a comprehensive fundraising/development plan to increase charitable funding. Plan should include but is not limited to: annual giving, special events, direct mailings, planned giving, online giving, e-news, corporate giving and individual giving.
* Meets budgetary goals
* Identifies new individuals, businesses, foundations, and organizations whose charitable funds would align with the mission of HHOC.
* Establishes and carries out a plan to cultivate prospective donors.
* Establishes and carries out a plan to retain previous donors.
* Creates and adheres to a development calendar.
* Works with ED to create and adhere to a budget for all fundraising and development initiatives for expenses and revenue.
* Manages the acknowledgement of gifts/donations and creates an effective stewardship program that cultivates future giving.
* Maintains and grows Corporate Partnership Program.

# Management

* As part of the leadership team of HHOC, shares the responsibility for the growth and health of the organization.
* Manages the Development Associate (DA) and ensures that goals are being met and/or holds the DA accountable for his/her portion of the annual budget.
* Manages development Interns.
* Manages development volunteers when applicable.
* Monitors the organizations fundraising database, software and support system to ensure high-level of record keeping and reporting.

# Marketing

* Seeks avenues to promote and represent HHOC in the community at various events and functions.
* Works with Grants and Communications Manager on identifying PR opportunities.
* Assist in preparing the annual report.
* Coordinate the development of marketing collateral including but not limited to: procuring or working with a creative team, developing timelines, managing content, budgeting and proofing.
* Works with the Marketing Committee to carry out needed tasks to further the development plan.
* Works with DA to assist in writing/editing Press Releases as needed. Includes ED in PSAs and media activities where appropriate.
* Represents HHOC to various audiences and community events in a professional manner consistent with the image and mission of HHOC.
* Collaborates to ensure the creation of marketing pieces are consistent with the messaging, branding guide and mission of HHOC.

# Major Gifts

* Develops and manages a major gifts program
* Works to increase the major giving each year
* Maintains a portfolio of current and potential major donors and works towards developing new relationships as well as maintaining acquired donors.
* Sets annual goals with the ED for face to face meetings, donor touches, and client list

General Responsibilities

* Carry out the mission of Hospitality House of Charlotte
* Understands the importance of customer service skills
* Takes initiative
* Flexible and adaptable to change Strong judgment and decision making abilities
* Able to manage time wisely to meet goals
* Carries out task completely
* Understands the importance of customer services skills
* Strong computer skills including proficiency in Microsoft Office and social media sites. Able to learn new computer programs quickly.
* Takes initiative
* Contributes to the team as a whole
* Adaptability
* Stay knowledgeable of emerging issues, trends and opportunities in philanthropy

Qualifications

The following qualifications are the minimum requirements necessary to adequately perform the job. However, any equivalent combination of experience, education and training which provides the necessary knowledge, skills and abilities will be considered, subject to any legal and/or regulatory requirements.

## Position Requirements

The Development Director will have at least 2- years of experience, with at least two years managing fundraising efforts. The successful candidate will have experience leading planning efforts, strategic and development planning in an organization with assets greater than $1M.

Position Requirements:

* Minimum of 2 years in fund development and major gifts work
* Minimum of Bachelor’s Degree
* Grant writing experience and proven track record of grant attainment
* Knowledge of donor relationship building,
* Strong budgeting experience
* Results oriented and a drive to exceed budget requirements
* Strong written and verbal communication skills
* Ability to analyze and systematically compile technical and statistical information to prepare reports and correspondence
* Highly proficient in Word and Excel
* Emotionally resilient; ability to work unsupervised; highly self-motivated

* Able to work independently
* Able to work under pressure of meeting a financial goal
* Able to meet deadlines
* Charlotte area contacts a plus
* Experience with donor software necessary