**House of Mercy, Inc.**

**Position Description and Responsibilities**

# Position: Director of Development

 **Reports directly to the President/CEO House of Mercy**

**Position Summary**: The individual must reflect the goals, philosophy, values, and Mission of the Sisters of Mercy and the House of Mercy, Inc. The role of the **Director of Development** is to manage the fund raising functions at the House of Mercy with special attention given to fundraising events, publications, website updates and social media presence, grant writing and assisting the President/CEO in the grant development process. The position is part-time (approximately 24 hours per week), non-exempt.

Above all the **Director of Development** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and the House of Mercy, Inc.
2. Be comfortable with persons living with AIDS and his/her involvement with this community as well as being reasonably knowledgeable about the disease.
3. Maintain professional standards of confidentiality.
4. Be willing to work as a team member in relation to communication, scheduling and overall work ethic.

**Major Duties and Responsibilities:**

The **Director of Development** will be responsible for:

1. Establishing and maintaining an annual development plan that indicates the planned fund raising events, the anticipated revenue and expenses associated with the events, and a general schedule for accomplishing public relations, communications and other key tasks.

2. Planning and administering the various HOM fundraisers consistent with the annual fund raising plan. These include the Walk for AIDS in April and a fall fundraising event. The Director of Development will solicit businesses and organizations to sponsor events and work with other staff and volunteers in hosting events.

3. Representing the House of Mercy in community events and with other HIV/AIDS service organizations as assigned by the President/CEO.

4. Developing and maintaining a current media plan indicating the goals for House of Mercy in regards to news stories, press releases, social media posts, direct mail publications, and other materials designed to enhance the image of House of Mercy with the public.

5. Developing an annual report, client brochure, and newsletters for House of Mercy consistent with the development plan. Helping prepare bulk mailing of newsletters, event invitations and direct mailings as needed.

6. Developing direct mail, emails and social media posts.

7. Participating in the ongoing assessment of the donor program including review of donor software, internal management of mailing lists, and overall approach to soliciting donors.

8. Identifying foundations, organizations and businesses that have the potential to provide funding and/or in-kind contributions to the House of Mercy. Developing grant applications to the targeted organizations, and providing follow-up information and grant reports as needed.

10. Organizing/updating all files pertaining to development including event instructions and manuals (Walk for AIDS, Giving Tuesday, World AIDS Day Reception, etc.), copies of all publications, and direct mail pieces.

11. Providing staff assistance to the Board of Directors Development Committee.

12. Assisting in the staffing of the administrative offices including holiday periods.

13. Performing other duties as assigned.

**Job Relationships:**

Employees Supervised: None

Interrelationships: Staff, Board Members, Volunteers, and Residents

**Physical Demands and Working Conditions:**

Must continuously have use of both hands and all fingers, speak clearly, hear, see close-up at less than 20”, and at a distance of more than 20 feet. Requires frequent standing, sitting, walking, and driving of automobile. Requires occasional long or irregular hours worked, especially during the production of special events. Typically involves inside work with occasional exposure to intermittent noise and other general office conditions. During some events there will be outside work although of a limited nature.

**Job Qualifications (minimum):**

Education: College degree in communications, public relations, or journalism preferred although other degrees are acceptable with the appropriate level of experience.

Experience: With the preferred educational background, one year of experience in development is acceptable. Otherwise, there should be three to five years experience in development, in either a staff or a management role.

Skills: The individual should possess very good organizational skills, proficiency in Microsoft Word and Excel, social media skills, excellent written and verbal communication skills, have knowledge of or willingness to learn Creative Suite design software (InDesign, Photoshop, Adobe Illustrator), and possess the ability to enthusiastically promote House of Mercy to outside agencies, staff, volunteers, and Board Members.

**Note: Persons interested in applying for the position should submit their resume to** **careers@thehouseofmercy.org** **or to House of Mercy, PO Box 808, Belmont, NC 28012**

**Please do not call the House of Mercy office with questions about the application process due to our limited staffing.**