

Position Title: Director of Development
Reports To: Executive Director
Location: Hybrid
Employment Type: Full-Time Exempt



About Historic West End Partners

Historic West End Partners (HWE) is dedicated to preserving, restoring, and reimagining Charlotte's historic West End neighborhood through community-centered development, cultural preservation, and equitable revitalization. HWE is entering an exciting period of organizational growth, including the launch and execution of a transformational capital campaign. Learn more at <https://www.hwep.org>.

Position Summary

The Director of Development (DOD) is a senior leadership role responsible for designing, executing, and managing HWE's comprehensive fundraising program. This includes annual giving, major gifts, institutional fundraising, events, donor stewardship, and development operations. The DOD will also serve as a key internal partner on HWE's capital campaign, working closely with external campaign consultants, organizational leadership, and volunteer leaders to ensure fundraising goals are met.

This role is ideal for a strategic, relationship-driven fundraising professional who is both visionary and highly operational.

Key Responsibilities

Organizational Fundraising & Strategy

- Develop and implement an integrated annual development strategy aligned with HWE's strategic priorities and capital campaign goals
- Grow and manage a diverse revenue portfolio, including individual giving, major gifts, foundations, corporations, and public funding
- Track progress toward fundraising goals and regularly report performance metrics to leadership and the Board

Capital Campaign Support

- Serve as the primary internal liaison to capital campaign consultants
- Support campaign planning, donor strategy development, prospect tracking, and solicitation coordination
- Manage internal campaign systems, timelines, materials, and data in alignment with consultant guidance
- Support Executive Director, Board members, and campaign volunteers with briefing materials, donor research, and follow-up

Major Gifts & Donor Engagement

- Manage a portfolio of major gift prospects and donors, including cultivation, solicitation, and stewardship
- Partner with the Executive Director and Board to develop and advance high-level donor relationships
- Design and implement donor stewardship strategies that deepen engagement and long-term commitment

Development Operations & Infrastructure

- Oversee donor database/CRM management, ensuring accurate tracking, reporting, and compliance
- Establish and maintain development policies, procedures, and best practices
- Manage development budgets, forecasts, and gift processing

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Board & Volunteer Engagement

- Support Board members in their fundraising roles, including training, coaching, and accountability
- Coordinate fundraising committees and campaign volunteer leadership as needed

Events & Communications Collaboration

- Oversee fundraising events and donor engagement opportunities
- Collaborate with communications staff/consultants to ensure consistent fundraising messaging, proposals, and materials

Qualifications

- Minimum of 5–7 years of nonprofit fundraising experience, including major gifts and institutional fundraising
- Demonstrated experience supporting or working on a capital campaign (planning, quiet phase, or execution) is ideal
- Strong relationship-building and donor stewardship skills
- Experience working with boards and volunteer leadership
- Proficiency with donor CRMs and fundraising reporting
- Excellent written and verbal communication skills
- Highly organized, deadline-driven, and detail-oriented
- Commitment to community-centered, equity-driven work

Ideal Candidate Profile

You're a strategic doer who can see the big picture and execute with precision. You bring structure to complex fundraising efforts, anticipate needs, and follow through. You're comfortable managing development plans, donor strategy, and systems—and just as comfortable engaging board members, senior leaders, and funders.

You thrive in collaborative environments, work effectively with consultants, and translate strategy into action. You bring sound judgment, discretion, and care to donor relationships and high-stakes initiatives, including a capital campaign. Most importantly, you're motivated by mission-driven work and committed to strengthening communities through preservation, equity, and long-term impact.

Compensation & Benefits

- Salary range: \$80,000–\$95,000, commensurate with experience
- Benefits package includes health benefits, paid time off, and professional development opportunities

How to Apply

Interested candidates should submit a resume and cover letter describing their fundraising experience and interest in supporting HWE's mission and capital campaign to **Kathleen Vincent at kathleen@hwep.org**.

Historic West End Partners welcomes candidates from all backgrounds who are passionate about community-centered development, historic preservation, and advancing equitable outcomes.