

## **Educational Programs Inspiring Communities, Inc. (HEART) Development Director**

### **Summary of Position**

The Development Director position is a full-time exempt position at Educational Programs Inspiring Communities, Inc. (HEART) that will provide leadership, strategy, logistics, organizational tactics and project management in HEART's areas of Special Events, Individual Giving, Foundation Grants, Volunteer Management, Marketing, Board Relations, and Prospect Research, while overseeing maintenance of key development systems including donor acknowledgment and donor database, records and filing. The position will be involved with all development activities within the organization.

### **Supervisory and Reporting Responsibilities**

The Development Director reports to the Executive Director (ED) and will also assist the Controller and Director of Programs.

### **General Responsibilities**

- Drafts and completes an annual development plan, as approved by the ED and Board of Directors. Works with the ED to plan and set donor visits and attends donor meetings with the ED and volunteers. Conducts research on local and state-wide prospects, individuals, corporations and foundations, to expand HEART development efforts.
- **Special Events.** Coordinates all special events for the agency, including the annual luncheon, golf tournament, and silent auction events as well as cultivation and new events. Handles all event logistics and is the on-site point person for every event. Has the primary responsibility for planning of all events in coordination with ED, volunteers and any other personnel. Manages luncheon underwriter solicitations and acknowledgements.
- **Grants.** Coordinates the grant requests and reports and maintains the grants calendar. Is the liaison for all grants including writing grants and providing reports on grants. Keeps track of information and deadlines for upcoming submissions and reports. Carefully proofreads all grants prior to ED review. Ensures that HEART adheres to all grant deadlines for submissions and reports. Maintains back up documents for grant requests. Helps plan strategy on foundation submissions. Sets appointments for foundation visits with ED and volunteers.
- **Workplace Giving Campaigns.** Represent HEART for CMC, SECC, and CFC events and encourage increased donations through this campaign. Coordinate in-house workplace giving and annual cookie-dough sale. Research additional employee giving opportunities.
- **Individual Giving.** Helps execute HEART's annual giving program including building prospect lists, campaign materials and communication pieces, manage donor lists and mail outs, and track results. With ED, board and volunteers, solicits individuals for donations, explaining the opportunities and benefits. Manages donor cultivation and stewardship events including donor communications, invitations, tracking and assembling donor packets and attending events, Creates and manages donor recognition materials including listings and signage.
- **Stewardship.** Ensures all donors are thanked and appreciated.
- **Capital Campaign.** Work in tandem with the agency's counsel and leadership team on the agency's move to a new permanent home.
- **Development Office Systems.** Oversees the HEART donor database to accurately track all donations. Prepares regular and accurate reports on development status. Oversees the donor acknowledgement system for all donations and sponsorships. Oversees gift entry. Oversees an effective electronic and paper filing system by the development manager for all donations, solicitations, grants and proposals.

**Other Responsibilities**

The Development Director will be involved with coordinating marketing activities and volunteer activities as directed. The Development Director must be directly engaged in the mission of the agency and regularly participate in mission-driven activities, including assisting at concession events, vending runs, warehouse activities, and classroom activities. Other general administrative and development support as needed.

**Qualifications**

Bachelor's degree required. Three to four years fundraising experience. Proficiency in Microsoft Office Suite. Superior written and verbal communication skills and organizational skills. Flexible and self-motivated personality.

**Key Selection Criteria:**

- The ability to work with and motivate a broad spectrum of people ranging from board members, clients and donor prospects.
- A working knowledge of the psychology, principles and techniques of volunteer recruitment and management, major gift solicitation, and capital campaigns.
- A proficiency in grant writing and an understanding of the process of foundation research, cultivation and solicitation.
- A conviction that fund raising and/or stewardship are essential dimensions of effective organizations.
- Familiarity with the literature of the development field.
- Familiarity with fund raising software and computers. Additionally, a knowledge of word processing, spreadsheet and presentation software.

**Ideal Personal Profile:**

Personal major gift solicitation experience

Excellent verbal, visual and written communication skills

Well-organized, systematic thinker

Disciplined, strong work ethic

Commitment to the mission and values of the organization

Capital campaign or fundraising experience

Experience planning large-scale special events such as galas and golf tournaments.

Interested individuals should send a cover letter and resume to Jane Borochoff at [jcummins@heartprogram.org](mailto:jcummins@heartprogram.org).