

## **Director of Development**

**Hope Village - Friendswood, TX**

**\$90,000 - \$110,000 a year**

### **Background:**

Hope Village was created in 1967 to assure that individuals with intellectual and developmental challenges thrive in a loving, safe and supportive community in which they live, learn and work with purpose and dignity. A 501(c)3, Hope Village has been built, maintained and operates through donations from individuals, corporations and charitable foundations.

### **Job Description:**

We are seeking a full-time, highly experienced and skilled Director of Development to join our non-profit organization. The Director of Development is responsible for designing, implementing, and executing the fundraising plan and achieving the goals that provide for the short and long-term needs of Hope Village. The Director is accountable for delivering high quality fundraising programs, managing the life cycle of events and working collaboratively across the organization.

### **Key Responsibilities:**

1. Conduct a comprehensive assessment: Evaluate current fundraising strategies, practices, and campaigns to identify strengths, weaknesses, needs and opportunities and areas for improvement.
2. Develop a fundraising strategy: Based on the assessment findings, create a comprehensive fundraising strategy that aligns with organizational goals and mission. This strategy should include specific recommendations for diversifying revenue streams, creating a development committee, cultivating & recognizing donors, and enhancing fundraising initiatives. Establish annual monetary goals and budget.
3. Implement fundraising initiatives: Works with the Board and Executive Director while collaborating with internal teams to execute the recommended fundraising strategies. This will involve planning and organizing fundraising events, executing annual campaigns and capital campaigns (as needed), and leveraging digital platforms for improved marketing, communications, and fundraising purposes. Oversees the fundraising process, gift acceptance policy, stewardship programs and maintains records. Builds new donor relationships while maintaining ongoing ones. Proudly represents Hope Village in the community.
4. Provide guidance and training: Offer expert guidance and training to staff and volunteers, equipping them with the necessary skills, knowledge, and motivation to support effective fundraising efforts. This may include conducting workshops, creating training materials, and delivering presentations.
5. Monitor and evaluate progress: Regularly monitor the implementation of the fundraising strategies, track key performance indicators (KPIs), and provide timely reports on the progress made towards meeting the established goals. Adjust strategies as needed to ensure optimal results.

**Qualifications:**

- Bachelor's degree
- Proven track record in fundraising, preferably within the non-profit sector, with a minimum of 7 years of experience.
- Extensive knowledge of various fundraising techniques & principles, including individual giving, major gifts, corporate sponsorships, grants, event planning and online fundraising.
- Strong analytical skills to assess current fundraising activities and identify areas for improvement.
- Excellent communication and interpersonal skills to collaborate effectively with internal stakeholders, donors, and potential supporters.
- Ability to think strategically and develop comprehensive fundraising strategies.
- Experience in project management and the ability to meet deadlines and work independently.
- Familiarity with donor management systems and fundraising software is desirable.
- A passion for the mission and values of our non-profit organization.

**Work Environment:**

- A beautiful 19 acre campus. Office is located in the middle of campus giving ability to "live the mission".
- Small administration team
- Family atmosphere. Very stable ED at Hope for 36 years

**Job Type:** Full-time

Pay: \$90,000.00 - \$110,000.00 per year

**Benefits:**

401(k)  
401(k) matching  
Dental insurance  
Flexible schedule  
Health insurance  
Life insurance  
Paid time off  
Vision insurance

**Schedule:**

Monday to Friday

Ability to commute/relocate:

Friendswood, TX 77546: Reliably commute or planning to relocate before starting work (Required)

**Experience:**

Fundraising: 7 years (Preferred)

Grant writing: 7 years (Preferred)

Work Location: Hybrid remote in Friendswood, TX 77546

***Interested candidates should submit a cover letter and resume to [info@hope-village.com](mailto:info@hope-village.com).***