



Housing for New Hope
Position Description: Development Director

Housing for New Hope prevents and ends homelessness by providing access to housing, healthcare and integrated services in the Durham community. We currently have an opening for a Development Director.

Types of Services the Agency Provides

- Rapid Re-Housing: Moving homeless individuals or families as quickly as possible to their own permanent housing, with rental assistance as well as other housing stabilization services provided
- Assertive Engagement: Case management for homeless individuals with mental illness and/or substance abuse diagnoses who have substantial service needs
- Street Outreach: Outreach with the unsheltered homeless in Durham County
- Permanent Supportive Housing: Two apartment housing communities designed for permanent supportive housing
- Workforce Housing: Apartment housing for families at or below 50% of the area median income.
- Streets to Home: Rental assistance and support services are provided for clients in scattered-site apartments in Durham
- Transitional Housing: The Dove House, a transitional house for single women in Durham.
- SSI/SSDI Outreach, Access, and Recovery (SOAR): Increased access to the disability income benefits programs administered by the Social Security Administration for homeless individuals who have mental health disabilities and/or a co-occurring substance use disorder.
- Homeless Prevention: Financial assistance for rent, utilities, and medical bills to help seniors and households with children maintain their current housing

Position Highlights

HNH's next Development Director will be a skilled and strategic fundraising professional, team leader, and strategist who understands and implements development best practices. The job requires the ability to work collaboratively to lead, manage and mentor colleagues and volunteers who assist with fundraising. The Development Director will be experienced in the full cycle of donor engagement from identification and cultivation to gift closing and stewardship. The person in this position ensures that everyone understands their role in HNH's fundraising and receives the information, mentoring and assistance they need to be successful.

Responsibilities:

- Provide strategy and leadership for all fundraising with an annual private fundraising goal of \$825K
- Direct the identification, cultivation and solicitation of major gifts from foundations, businesses and civic organizations, individuals and congregations as well as affiliation (e.g., board members and volunteers)

- Provide staff leadership for the Fundraising Committee of the Board and prepare concise, accurate, and timely reports for the Executive Director and Board on progress towards fundraising goals
- Oversee and evaluate all processes and procedures related to fundraising including stewardship activities (donor database, acknowledgements, and recognition), gift acceptance policies and contributions management
- Oversee direct mail and fundraising event activities
- Construct, implement and evaluate written fundraising plans and budgets that can be used day-to-day, as part of reports to the full Board of Directors or subcommittees.
- Stay current on fundraising trends and innovations; provide or secure fundraising training as needed for the Board and other volunteers
- Collaborate with Executive Director and the Board's Fundraising and Marketing committees to develop fundraising and marketing materials that are appealing, consistent and effective. This includes, but is not limited to, fundraising appeals, volunteer info, annual reports, newsletters, web pages, social media, community events/giving fairs and signage at HNH offices.

Education and Preferred Qualifications

- Bachelor's degree required (graduate degree preferred)
- 5+ years of professional experience running a fundraising program in a nonprofit organization, with a proven record of achieving ambitious revenue targets
- Smart, assertive, and skilled in the full range of fundraising activities including major gifts (\$10,000+), matching gifts, planned giving, annual gifts, sponsorship, grants, special events
- Knowledge of the greater Triangle area greatly desired
- Successful grant writer
- Proficiency using a donor database (eTapestry experience preferred)
- Excellent written and oral communication skills
- Flexible and adaptable work style with the ability to work some nights and weekends, manage competing demands and work independently without close oversight

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations.

To apply: Submit one document that includes your cover letter (providing your salary requirements and how you learned about the position) and your resume and send via email to:

Olive Joyner
Executive Director
Housing for New Hope
olive@housingfornewhope.org

Applications will be accepted until October 21, 2016 or until the position is filled. Housing for New Hope is an Equal Opportunity Employer and values diversity in its workforce.

For more info about Housing for New Hope, please visit www.housingfornewhope.org

Three references will be required from finalists. Academic, credit and criminal checks will be conducted before a final offer is made.