**HOPE HAVEN INC**

**Position Description**

**TITLE: VP, Development**

**REPORTS TO:** President - CEO, Hope Haven, Inc.

**FUNCTION:** To develop, organize, and implement a comprehensive fundraising and donor management plan which includes 1) funding to provide programming and upkeep for Hope Haven facilities 2) presentation of Hope Haven to funders, donors and the public at large 3) leveraging donor database systems and software 4) grant administration 5) administrative functions related to department, 6) serving as a liaison to the Board of the Directors (7) coordinate with other department leaders.

**Degree of**

**Supervision**: Evaluation by the CEO in accordance with performance appraisal policy of Hope Haven.

**Positions**

**Supervised**: Volunteer Coordinator, Administrative Assistant (shared)

**Revised**: October 2019

**POSITION REQUIREMENTS**

1. Achievement and accomplishment in development and fundraising/marketing experience working in a similar position of authority for a non-profit agency.
2. Excellent oral and written skills.
3. Experience writing technical grants.
4. Ability to develop funding requests and make presentations.
5. Expertise in Marketing & Public Relations
6. Thorough knowledge of corporate and community philanthropy.
7. Demonstrated strong organizational skills with the ability to work both independently and as a team player.
8. Computer competency and attention to detail.
9. Valid driver’s license.
10. If appropriate, a minimum 2 years in recovery from addiction to mood-altering drugs and participation in a program of recovery.
11. Will provide leadership to the Public Relations/Fundraising committee of Hope Haven, Inc. Board and to the Foundation.
12. Ability to fulfill Board’s expectation of raising funds sufficient to support position.
13. Ability to perform duties physically and mentally without harm to self or others; able to lift 25 lbs without restrictions.

**RESPONSIBILITIES:**

# ORGANIZATIONAL AND MANAGEMENT

1. Implement, & maintain comprehensive fund development plan for agency.
2. Supervise Grant Writer and Volunteer employee.
3. Oversee all aspects of grants—writing, reporting, & recording.
4. Provide plan for successful implementation of Capital Campaign, enlisting help (as needed) from CEO, Campaign Chairs and Board of Directors at such time as needed.
5. Work with CEO, finance leader and volunteer coordinator to assure administration of donor file updates, donor acknowledgements, progress reports, gifts-in-kind, etc.
6. Work with finance leader to develop a strategy for supporting the agency budget.
7. Oversee gathering of statistics for funders (donors) and analysis of support & expenditures for ongoing fundraising projects and strategies.
8. Provide written monthly update of activities to Board and CEO.

# FUNDRAISING/MARKETING ACTIVITIES

1. Develop and implement plan for identifying, cultivating, recruiting donors, and solicitation of gift prospects.
2. Develop, organize, and maintain annual fundraising plan, enlisting help of Boards, as well as providing training to them for friend-raising & fundraising.
3. Update brochures and information for potential donors.
4. Publish and mail (or email) Hope Haven newsletter, 2-3 times yearly; create Annual Report; send e-blasts to those on email list at least monthly; and oversee update of website regularly (with help of staff).
5. Coordinate all aspects of the annual gala & promote special events & donor recognition, working with CEO and all departments.
6. Responsible for researching, identifying, and (when needed) writing proposals/grant requests.
7. Oversee promotion of Hope Haven through all media--radio, tv, social media, newspaper, etc.

## DONOR OUTREACH

1. Represent Hope Haven at social events & other functions; attendance at daytime, nighttime, or weekend functions, as required. (Coordinate with CEO &Volunteer Coordinator).
2. Be prepared to speak at public functions.
3. Coordinate with Board and Staff on all fundraising events for Hope Haven.
4. Work cooperatively with Development Directors of other area non-profits, especially with those involved in Homeless Services Network & Substance Abuse Awareness Month.
5. Have the assurance of “open-door” policy with CEO at all times.

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Employee Signature Date

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Supervisor Signature Date