

HILLSIDE FOOD OUTREACH
DIRECTOR OF DEVELOPMENT
POSITION SPECIFICATIONS

POSITION TITLE:

Part Time Director of Development (20hrs/week) - Hillside Food Outreach (HFO).

REPORTING RELATIONSHIP:

Position reports to the Executive Director of HFO.

GENERAL RESPONSIBILITIES:

In conjunction with the Executive Director of HFO and the Board of Directors Development Committee, the Director of Development is responsible for the creation, planning and implementation of the total fundraising program for HFO in keeping with its mission, philosophy and goals.

RESPONSIBILITIES:

1. Develop a comprehensive resource development plan for HFO, based on long range objectives, including:
 - Create and implement a comprehensive annual giving program that will strengthen HFO's abilities to meet its operational goals, designed to raise unrestricted, sustaining funds and to include direct mail efforts, memorial gift programs and donor clubs.
 - Develop and initiate a planned giving program and coordinate public information strategy to create a climate for the promotion of planned giving.
 - Identify, research and cultivate major gift prospects, i.e. foundations, corporations and individuals.
 - Assist in organizing and implementing fundraising and other special events for HFO.
 - Coordinate and, as appropriate, participate in the solicitation of donors on all levels and ensure the timely and appropriate acknowledgement and recognition of donor support.
2. Prepare and update, on an ongoing basis, the HFO philanthropic case for support and all funding strategies.
3. Assist in planning, organizing and taking an active role in meetings with the Board of Directors Development Committee.
4. Oversee and enhance the work of the consultant focused on corporate and foundation grants management program.

5. Assure that computerized mailing lists, donor and prospect records, and gift reporting data are maintained.
6. Produce and maintain new fundraising and development communication materials and ensure regular updating of existing materials with the Marketing & Communications Committee of the Board.
7. Prepare and monitor the Development Program budget and expenditures.

WORKING RELATIONSHIPS:

Direct and actively maintain working relationships with the Executive Director and the Board of Directors. In addition, work with volunteers, community groups, business leaders, foundation executives, donors and prospective donors of all types to the institution.

CANDIDATE QUALIFICATIONS:

- Deep appreciation and understanding of HFO's mission and the ability to articulate its values and vision internally and externally.
- Five to six years of progressively responsible experience in all aspects of fundraising and resource development.
- Working knowledge of development best practices; fundraising tools and technology including donor databases, email and on line campaigns, and donor research.
- Ability to work effectively with a wide range of constituencies and ability to balance multiple priorities in a complex environment.
- Excellent writing and communicative skills with strong organizational and planning skills; ability to set priorities and follow through.
- Ability to work under pressure and meet deadlines.
- An undergraduate degree from an accredited college or university in marketing, communications, business administration or other related field.

Please forward a cover letter and credentials to HFODDevelopmentDirector@gmail.com
No phone calls please.