



## **HILLSIDE FOOD OUTREACH** **DIRECTOR OF DEVELOPMENT**

Hillside Food Outreach (HFO) works to end hunger among our most vulnerable neighbors in Westchester, Putnam and Fairfield Counties. Each month, Hillside volunteers home deliver healthy and nutritious foods to over 2,400 low-income men, women and children who, for a variety of reasons, are unable to access local food pantries. We serve the elderly who must choose between medicine and food, families who are struggling to make ends meet and also feed their children and those with health issues who need better nutrition and healthier food to maintain their health.

We are seeking a creative, strategic thinking full or part time Director of Development to implement a resource development plan to fuel the organization's future growth. Reporting to the Executive Director, this position will be based out of our Westchester and Danbury CT locations.

### **GENERAL RESPONSIBILITIES:**

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

### **RESPONSIBILITIES:**

1. Implement a comprehensive resource development plan for HFO, based on long range objectives, including:
  - Implementation of a comprehensive annual giving program designed to raise unrestricted, sustaining funds to strengthen HFO's abilities to meet its operational goals. The annual giving program includes direct mail efforts, recurring giving programs, memorial gift programs and donor clubs.
  - Working closely with the Board of Directors, identify, research and cultivate major gift prospects.
  - Coordinate and, as appropriate, participate in building relationships that lead to solicitation of donors on all levels and ensure the timely and appropriate acknowledgement and recognition of donor support.
  - Assist in organizing and implementing fundraising and other special events for HFO.
2. Develop and implement a consistent donor communication plan to support the annual giving program, including production of a quarterly newsletter, social media and regularly scheduled email communications.
3. Produce and maintain fundraising and development communication materials and ensure regular updates to existing materials with the Marketing and Communications Committee of the Board.

4. Ensure computerized mailing lists, donor and prospect records, and gift reporting data are maintained.
5. Prepare and update, on an ongoing basis, the HFO philanthropic case for support and all funding strategies.
6. Maintain direct and active working relationships with the Executive Director, the Board of Directors and key volunteers. Assist in planning, organizing and taking an active role in meetings with the Board of Directors Development Committee.
7. Prepare and monitor the Development Program budget and expenditures in coordination with the Treasurer.

**CANDIDATE QUALIFICATIONS:**

- Commitment to 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 to meet deadlines under pressure.
- Excellent writing and communication skills with strong organizational and planning skills.

Please forward a cover letter and resume to [HFODevelopmentDirector@gmail.com](mailto:HFODevelopmentDirector@gmail.com)  
No phone calls please.