



11 Stokum Lane, New City, NY 10956-3505
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Job Title: Director of Development
Report to: Chief Executive Director

Qualifications:

- Bachelor's Degree and minimum of five (5) years related experience
- Successful track record in development
- Experience in all aspects of fundraising, including but not limited to, major gifts, donor stewardship, writing, grantsmanship, planned giving, capital and endowment campaigns and special events
- Comfort with and ability to solicit funding
- Excellent writing and verbal communication skills
- Excellent organizational skills and attention to detail
- Creative thinker
- Ability to work well with diverse populations of donor professionals and volunteers in personable and effective manner.
- Familiarity with donor software, donation platforms, social media and other related technology
- Flexible work schedule, including evening/early morning meetings, weekend events and possible increased hours prior to events
- Ability to manage many projects simultaneously and to change priorities as needed
- Familiarity with the Rockland County community preferred
- Supportive of hospice philosophy and comfortable with issues related to terminal illness
- Must have home internet and email access, smart phone and be proficient in Microsoft Office
- Access to car

Physical Requirements:

- Physical agility including but not limited to: Walking, bending, stooping, climbing stairs, sitting and speaking on phone for long periods, and periodically lifting up to 25 lbs
- Vision and hearing acuity correctable to normal
- Ability to verbalize so that the average person can comprehend
- Ability to write, perform data entry and look at a computer screen up to several hours daily

Responsibilities:

- Work with the Board of Directors and Executive Director to develop, implement and coordinate a comprehensive fundraising plan including:
 - **Events:** Work in collaboration with Special Events Coordinator to manage all logistics related to UHR's four major annual events (Walk to Remember, Golf Outing, Gala and Tree of Life), including developing fundraising concepts; soliciting sponsors; recruiting, supervising and stewarding volunteers
 - In conjunction with the Director of Marketing and Public Relations assist in the development of collateral materials, email campaigns and social media promotions
 - Partnering with the Director of Marketing and Public Relations create and manage on-line fundraising campaigns
 - **Appeals:** Conceptualize, write and oversee mailing and distribution of a minimum of two fundraising appeals per year
 - **Donor Stewardship:** Coordinate Circles of Life, UHR's major donor recognition program; maintain positive relationships with donors and prospects, including preparing

- personalized acknowledgments for special gifts; serve as liaison to community groups that conduct fundraisers on behalf of Hospice.
- **Capital and Endowment Campaigns:** Plan, conduct and complete a campaign as the comprehensive fundraising plan dictates.
 - **Planned Giving:** Design events, (in conjunction with the Director of Marketing and Public Relations) develop materials, mailings, etc. to increase awareness of UHR's Legacy Society and continue to add members; stewardship of existing members
 - **Major Gifts:** Develop strategy to cultivate and solicit major gifts, especially to support JRHR and Endowment Fund.
 - **JRHR:** Identify and implement strategies to cultivate and solicit gifts from JRHR families
 - **Grantseeking:** Conduct research, develop program descriptions and budgets, write proposals, track progress, submit status reports
 - **Misc:** In collaboration with the Volunteer Coordinator manage Youth for Hospice, UHR's teen service corps; establish a presence in the community to enhance UHR's visibility
 - Work closely with other departments, including:
 - Interact with Board of Directors to engage them in the fundraising process
 - Collaborate with Director of Marketing and Public Relations to coordinate and integrate public relations and community marketing outreach activities as they relate to fundraising and special events, including UHR website, social media, newsletters, etc.
 - Supervise, in conjunction with Volunteer Coordinator, volunteers active in fundraising activities; provide education and support to volunteers as needed
 - Interface with Finance Department and auditor to ensure that all financial standards are being met as they pertain to fundraising, handing funds, documentation, etc.
 - Serve as member of Leadership Team, which comprises heads of each department and steers day-to-day operations of organization
 - Development Department Responsibilities include:
 - Develop an annual Fundraising budget, projecting income and expenses for each initiative within the fundraising plan
 - Oversee maintenance of up to date and accurate computerized record keeping system to include donor lists, gifts, pertinent donor-related information etc.; serve as departmental knowledge source for activities related to fundraising software.
 - Recruit, hire, train and supervise department staff.
 - Agency Responsibilities include:
 - Accepts other responsibilities as assigned
 - Participate in QAPI program and hospice sponsored in-service training
 - Incorporate organization's commitment to customer service and continuous quality improvement into daily work habits. This includes:
 - Promote positive co-worker and team work relationships
 - Support the goals and mission as set forth by the Board of Directors and administration of the agency

Location: United Hospice of Rockland administrative office in New City, NY

Salary: Commensurate with qualifications and experience.

How to apply: You may complete an online application at hospiceofrockland.org/careers and send your resume and cover letter to **Karen Damiani, Human Resources Manager** at kdamiani@hospiceofrockland.org.