



Director of Development

Our Mission:

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

Responsible for planning, organizing, and directing The Homeless Families Foundation's activities including individual donors, major gifts, annual fund, planned giving, special events and capital campaigns. This position is responsible for building a network of individual donors and for supervising the Development and Marketing functions.

Key Responsibilities:

- Collaborates with the Executive Director and Board of Directors to create a development plan that increases organizational awareness and revenue to support the strategic direction of The Homeless Families Foundation
- Supervises a team of Development and Marketing individuals; Provides leadership and performance feedback on a regular basis
- Develops and implements a fundraising plan to maintain existing support and broaden the base of support from foundations, individual donors, endowments, corporations and other such sources
- Leads individual donor fundraising and membership campaign; Meets prospective donors and supporters on a continual basis to develop and cultivate effective relationships
- Grows a major gifts program including identification, cultivation and solicitation of major donors
- Oversees grant opportunities including research, proposal writing, and reporting requirements
- Builds the planned giving program with a focus on deferred gifts such as bequest expectancies
- Directs the annual fund program, including mailings and annual fundraising drives
- Directs capital campaigns and other major fundraising drives
- Oversees fundraising special events
- Oversees preparation of narrative and financial reports as well as database of current and prospective funders
- Researches and cultivates new funding sources and assists staff in identifying organizational and project-specific funding opportunities
- Oversees marketing for agency, including brand development, recognition, social media, and external communication
- Manages self and position responsibilities in a manner that is congruent with HFF values, mission, policies and procedures
- Participates in HFF's Leadership Team; serves as advisor to Executive Director and other Directors when assigned

Qualifications:

- Embraces the mission of The Homeless Families Foundation and represents the values of the organization on a regular basis
- Exhibits strong interpersonal and writing skills
- Possesses extensive knowledge and experience in fundraising techniques, particularly cultivating relationships with individual donors and with major gift fundraising
- Proven ability to create successful relationships with donors, staff, and coworkers

- Demonstrates initiative to build external relationships by initiating donor visits and fundraising calls
- Demonstrates follow through on tasks and goals as demonstrated in previous work history
- Minimum five (5) years' progressively responsible and successful Development experience, preferably in the nonprofit sector
- Possesses a valid Ohio driver's license, proof of automobile insurance
- Successfully passes a criminal background check and pre-employment drug screen