



**HOPE'S
DOOR**
Embracing Life Free
From Domestic Abuse

Nonprofit Job Posting - Domestic Violence Agency

Director of Development

In person position based in Hawthorne, NY in Westchester County

Come make a difference in the lives of those wounded by abuse.

Overview

For more than 40 years, Hope's Door has worked to end domestic violence and to empower survivors to achieve safety, independence, and healing from the trauma of abuse. Our vision is a world where intimate relationships are characterized by equality, respect, and trust – not dominated by power and control.

If you are a skilled development and communications professional with three to five years of fundraising success, we invite you to consider this position. We seek an inspiring, passionate, and collaborative partner who will develop and enhance relationships, not only with donors but also with our staff, board, and volunteers, understanding their needs and inspiring their deeper commitment to our mission.

In this multi-faceted position, the Director of Development, who reports to the Executive Director and serves as a member of the agency's senior management team, will develop and execute an annual development plan and communications strategy while responsive to fund opportunities that arise throughout the year. You will generate restricted and unrestricted income by enhancing relationships with new and existing donors. Your focus will be increased engagement and giving from individual, corporate, foundation, community, interfaith, and governmental donors, generating between \$400,000 and \$500,000 in non-governmental support.

Fundraising Events and Appeals

Oversee and manage all logistics and operations, including:

- Establish and oversee approved budget.
- Recruit and manage volunteers and staff for event/appeal committees.
- Secure venue, establish décor/theme, solicit auction items, identify/recruit honorees.
- Identify, cultivate, and secure sponsorships.
- Promote ticket sales.
- Oversee invitation design, program design, publicity, journal ads, and event outreach.
- Develop run-of-show and event timeline.
- Oversee Raiser's Edge and Mailchimp systems – input, retrieve, analyze, utilize, edit, and report information.
- Assure timely and appropriate acknowledgements of donations – both financial and in-kind.

Communications

Take leadership and collaborate in creating/editing/disseminating mission-centered content, including:

- Online and social media presence (Website, Facebook, Instagram, Twitter, Linked-In, E-blasts...)
- Newsletters and Annual Report.
- Presentations to corporate, community, and interfaith groups.
- Print and broadcast media (press releases, press conferences, on-air work).
- Agency outreach material (brochures, flyers, posters).

Qualifications

- At least 3-5 years of successful work in fundraising, communications, and event planning.
- Able to work respectfully and collaboratively in a diverse and empowered environment.
- Compassionate, empathic, and expert communication skills – both oral and written.
- Able to inspire increased commitment and engagement from across socio-economic, ethnic, racial, and cultural lines.
- Demonstrated success in securing commitments from diversified funding streams – individuals, corporations, foundations, community groups, interfaith organizations, major donors. Governmental grants expertise is a plus.
- Able to think strategically and creatively to develop and execute meaningful and enjoyable fundraising plans.
- Exceptional time management and organizational skills.
- Able to inspire Board of Directors, Advisory Council, colleagues, volunteers, and others in development activities.
- Proficient in Microsoft Word, Excel, Outlook, Mailchimp, and Raiser’s Edge.
- A collegial, collaborative, and empathic managerial style.

Schedule

- Full-time; In Person; Availability to work occasional weekends and evenings, as needed.

<u>Salary Range</u>	<u>Our Generous Benefits Package</u>
\$70,000 to \$85,000	Flexible Benefits with Health Plan Options with Opt Out Cash Benefit Life Insurance - Short and Long-term Disability - 401K
	PTO: 5 Weeks Sick: 12 days Holidays: 10 days

APPLICANTS PLEASE SEND RESUME AND COVER LETTER DETAILING YOUR FUNDRAISING SUCCESS TO

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION - HOPE’S DOOR, INC., PO Box 262, HAWTHORNE, NY 10532

E-MAIL ADDRESS: DDeFilippis@HopesDoorNY.org

Hope’s Door is an equal opportunity employer. We prohibit discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, marital status, parental status, or political affiliation in employment and service delivery.