



Director of Fund Development

The Director of Fund Development structures capital campaigns; major gift requests; funding partnerships; and annual fund drives; as well as individual, foundation, and corporate relations and marketing. The Director of Fund Development is an integral part of the budget process and is responsible for the line items directly related to fundraising functions. This is a full-time, exempt position reporting directly to the Executive Director.

New Hope Housing's core purpose is to create life-stabilizing affordable apartment homes with a sense of dignity for adults who live singly on limited incomes. Our vision is to develop and operate supportive single room occupancy (SRO) communities for more than 1,000 adults by 2020.

New Hope is a dynamic, award-winning non-profit organization that will by the end of 2010 double in size, operating 634 SRO units. Since its inception in 1993, New Hope has raised more than \$40 million, and has provided supportive, affordable SRO housing to more than 5,000 people. We are Houston's largest SRO provider and the only organization with firm plans for expansion. In addition to its employee base of 30 people, more than 200 volunteers donate approximately 2,000 volunteer hours annually.

Position Overview:

The Director of Fund Development is one of four positions constituting the senior management team. This position offers personal and professional growth opportunities to work with the strongest local, regional and national funders. The Director develops and maintains strong donor relations; works closely with the Executive Director and Board of Directors; formulates and implements New Hope's non-government fundraising efforts in relation to the long-term strategic business plan; and is expected to provide leadership in identifying, soliciting, and retaining high-level donors.

Duties and Responsibilities

General

- Direct all ongoing activities to diversify and increase charitable contributions from individuals, corporations, and foundations.
- Coordinate as necessary with government grant specialist
- Develop and implement short-term and long-term fund development strategies consistent with New Hope Housing's comprehensive strategic plan.
- With the Executive Director, manage all fundraising campaigns designed to grow and sustain the organization's facilities, systems, equipment, and operating needs.
- Serve as a key member of the management team and cultivate a dynamic relationship with the Board of Directors.

Developing Relationships

- Use research, analysis, trends, technology, and communication resources to identify and create lasting relationships with individual donors. Understand donors' desires and values and work toward improving New Hope Housing's ability to respond effectively.
- Develop a strategic program to initiate and maintain contact with key individuals responsible for charitable giving in corporate, government, and foundation settings, and secure commitments for contributions.
- Strengthen relationships with donors, professionals, and community foundations to enhance New Hope's solicitations of planned giving and possible endowment funds.
- Develop personal and business contacts; and leverage the resulting relationships to maximize the organization's exposure to potential donors and/or donor sources.

Marketing and Branding

- At the direction of the Executive Director, serve as ambassador for New Hope Housing, to state and federal agencies; represent the organization at meetings and other activities; conduct site visits for dignitaries and current and potential donors.
- Identify brand marketing strategies, including media relations, internal and external communications, and direct mail campaigns.
- Ensure that New Hope Housing's accomplishments and needs are publicized accurately and timely to the community, and receive proper recognition via awards and publications.

Administrative

- Prepare and maintain necessary fund development reports and records.

Candidate Profile

The ideal candidate will possess:

- Outstanding interpersonal, organizational, and analytical skills coupled with strong written and verbal communication skills and computer literacy.
- Familiarity with a variety of nonprofit and corporate cultures and the ability to adjust to differences among organizations to attain results.
- A strong professional presence that demonstrates both skill and authenticity, thereby instilling confidence and trust in corporate, foundation, governmental, and other nonprofit representatives.
- The ability to function as a leader as well as be an effective team player.
- A positive, confident, and results-oriented professional with a service-oriented spirit.
- At least two years' of relevant experience.

Compensation commensurate with experience

New Hope Housing, Inc. is an equal opportunity employer.

Interested candidates should send cover letter and resume to joy@newhopehousing.com

Please visit our website: www.newhopehousing.com