



**Title: Director of Development & Donor Impact**

**Reports to: President**

**Location: Nashville office**

**Primary Objective and Purpose:**

To serve as a primary fundraiser for HHI. The position is responsible for the design, implementation, evaluation and refinement of development activities. The director is to provide leadership, direction, and training to co-workers and others in support of HHI's development goals and objectives to maximize total gift revenue through gift planning, corporate and foundation relations, and annual fund strategies.

**Key Responsibilities:**

1. Identifies, cultivates, solicits, and stewards major gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance goals set each year.
2. Assists and/or leads in short- and long-range strategic planning activities to create and implement fund-raising goals and objectives.
3. Coordinates day-to-day development strategies and activities to ensure their integration into each ministry program's overall development plan.
4. Makes effective use of HHI's prospect management database and other resources to ensure appropriate management of donors, prospects, and volunteers in coordination with ministry objectives.
5. Conducts research to identify prospects, with an emphasis on major gifts, and creates strategies to match prospects' interests to appropriate programs of HHI when applicable.
6. Researches, writes, edits, and/or oversees in coordination with the Marketing Department the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials in support of fund-raising activities.
7. Plans and conducts programs and activities, sometimes with HHI programs, designed to increase the visibility of HHI to internal and external constituencies.
8. May train and supervise staff and student interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
9. Performs miscellaneous job-related duties as assigned.

## **Knowledge, Skills and Abilities Required**

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and/or volunteers in a wide range of roles.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.
- Database management skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.

## **Minimum Job Requirements**

- Bachelor's degree; at least 5 years of documented professional experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.