



Director of Development

Background: HOPE has a 30+ year track record of successfully transforming lives by empowering New Yorkers living in poverty to achieve economic self-sufficiency through employment and advancement. HOPE is an outcomes-focused organization. Our student-centered approach, wide range of support services, and commitment to lifelong support yields strong results, notably a job placement rate of 76% and retention rates of 93% at 90 days and 83% at one-year.

Based in downtown Brooklyn and the Hunts Point section of the Bronx, HOPE operates with 50 full time staff and numerous part-time staff, interns and volunteers. Our FY 20 operating budget is approximately \$7 million. At HOPE we are focused on expanding our impact and positioning ourselves for growth while continuing to enhance the quality of our services and build upon our successful outcomes.

Essential Functions:

Individual Giving

- Execute HOPE's annual appeal, to exceed target of \$225,000 and growing
- Establish new strategies for individual giving, including major donor engagement, planned giving, monthly subscription program and others
- Manage and continuously improve upon processes to track, acknowledge and celebrate individual donors promptly

Special Events

- Lead the team in the execution of 3+ development events per year (budgeted to raise \$450,000 in FY'20) for fundraising and donor cultivation
- Build and support event leadership (honorees and committee members), manage communications, track toward goals, manage day-of event logistics, and implement follow-up strategies
- Strategize and execute opportunities for new events which cultivate HOPE's donor network and expand revenue generation

Foundation and Corporate Relations

- Manage HOPE's portfolio of 30 - 40 institutional funders, including tracking and meeting all deadlines as well as partnering across teams to provide compelling pitches for support and accurate reports
- Leverage HOPE's existing signature corporate engagement opportunity to secure increased funding from corporate partners and volunteers
- Identify new opportunities for institutional support

Government Relations

- Represent HOPE at meetings with elected officials and related events, as necessary
- Oversee the development of compelling applications in response to government RFP's
- Support the Finance team with narrative and other supports as necessary to realize government revenues

Communications

- Support the development and implementation of a social media strategy that effectively tells HOPE's story and engages our community of supporters
- Ensure compelling and timely updates about HOPE's work across diverse stakeholder groups through email blasts, mailings, collateral development and more

Supervision

- Provide support and coaching to a team of three staff, including a Manager of Philanthropic Engagement, Development and Communications Associate and a Development Assistant
- Identify opportunities for professional development
- Oversee time reporting, vacation timing, and evaluations

Other duties as assigned

Minimum Qualifications:

- Bachelor's degree and/or 5 or more years of development experience with progressive responsibility in proposal writing/grants management
- Strong oral and written communication skills, including the ability to collaborate and work effectively with a diverse group of staff and board members
- Excellent editing and proofreading skills
- Ability to cultivate and steward relationships with donors and prospects
- Self-starter with demonstrated ability to work on multiple projects and consistently meet deadlines.
- Highly organized and detail oriented. Strong project manager
- Ability to write/edit for a variety of formats and tailor messages to different audiences
- Strong work ethic, enthusiasm, sense of humor, creativity, flexibility, and patience

The HOPE Program offers a competitive salary and comprehensive benefits package.

For consideration please forward your cover letter and resume to hr@thehopeprogram.org. Please indicate in response which role you are interested in and how you learned of this opportunity. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.