



Hope Clinic for Women Job Description

Position Title:	Development Director
Position Type:	Full-time, includes nights and weekend as needed; salaried All changes due to vacation/illness/offsite events/etc. should be approved by the CEO and noted on the HCFW Group Calendar.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets
Reports to:	CEO

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage;
 - Women and men choosing life for their child in the midst of a pregnancy;
 - People experiencing God's grace and forgiveness after an abortion;
 - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children.
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Position Description:

This position oversees all fundraising efforts related to business development, events, churches, volunteers. This position is supported by a Development Coordinator and an Outreach Manager (Churches and Volunteers).

Manage Key Fundraising Events:

- Responsible for generating sponsorships, attendance and revenue for our flagship events: Gala (March), Smoke on the Water (April), Women of Hope (Sept), Cider Carols (Dec).
- Direct strategy for 'one-time events' sponsored by outside people/groups (e.g. The Big Payback, business sponsored golf tournament, college groups, etc.)
- Create, implement and oversee event timelines, budgets and committees.
- Inspire, motivate and actively engage board to play a strong role in events.
- Drive attendance and sponsorship for events through active networking, cold calls with new businesses and donors and leveraging existing relationships.
- Build relationships with event vendors, volunteers and attendees to create future partnerships and giving opportunities.
- Track/maintain event-related pledges, communicating with donors to renew and increase recurring giving.

Monthly Donor Development:

- Strengthen existing monthly donors (Hope Givers) and cultivate new relationships.
- Oversee monthly CEO email blast; updating emails as needed
- Manage credit card processing, software tools, and stewardship of 100+ monthly donors.
- Grow Employee-Sponsored Giving by working with companies to include Hope Clinic in their matching programs and offer volunteer opportunities for employees.

General Donor Development:

- Visit with \$500-999 giving donors annually (about 300 donors).
- Organize and launch four annual direct mail campaigns (two newsletters, two client stories) including contracting design work, creating donor lists, managing mailing, and monitoring goals.

Marketing:

- Oversee the development and implementation of a strategic marketing plan that includes print and digital communications, and advertising.
- Manage outside marketing, and advertising relationships.
- Manage support staff to produce client promotional materials (brochures, digital ads, social media marketing, etc.)
- Manage support staff to execute all social media activity.
- Manage Public Relations communications and partnerships.

Administration:

- Complete monthly Development reports to the board.
- Manage the Advancement Committee (made up of board members) which includes regular communication and monthly meetings.
- Database (salesforce) updates; website updates and external updates (GivingMatters, Guidestar and Charity Navigator).
- Project management updates.
- Manage other staff, including:
 - Outreach Manager
 - Development Coordinator
 - Communications/Marketing/Events interns, volunteers and contractors

Meetings:

- Staff check-ins 2x week
- All Staff meetings 1x month and managers meeting monthly with CEO
- Weekly check ins with CEO
- Attend Quarterly staff retreats

Required Qualifications/Skills:

- 3+ years previous Event AND fundraising experience; preferably in nonprofit environment.
- 3+ years supervising staff.
- Solid Microsoft and database skills. Salesforce and Qgiv experience a plus.
- Detailed, organized and able to balance more than one project at a time
- Able to handle multiple deadlines
- Adept with problem-solving and last-minute changes.
- Works well with small and large groups.
- Previous sales experience a plus.
- 1-2+ years Marketing/Communications experience a plus.

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.