



## Hope Clinic for Women Job Description

<b>Position Title:</b>	Development Director
<b>Position Type:</b>	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.
<b>Work Environment:</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets
<b>Reports to:</b>	CEO

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### 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 of the organization and *directly* contributes to the fundraising efforts related to individuals giving \$500-\$2,000/year, businesses, event sponsors, and churches. This position is supported by our Event Manager, Development Coordinator, and Volunteer Coordinator.

### Manage Key Fundraising Events:

- Responsible for generating sponsorships and attendance at our flagship events: Gala (March), Smoke on the Water (April), Women of Hope (Sept), Cider Carols (Dec).
- Create, implement and oversee event budgets.
- 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.

### Monthly Donor Development:

- Strengthen existing monthly donors (Hope Givers) and cultivate new relationships.
- 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:

- Steward all \$500-\$2000/year donors (about 300 donors).
- Steward all business donors (about 50).
- 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, contract, and advertising relationships.
- Manage support staff and contractors to produce client promotional materials (brochures, digital ads, social media marketing, etc.)
- Manage support staff and contractors to execute all social media activity.
- Manage Public Relations communications and partnerships.

**Administration:**

- Complete monthly Development reports to the board with a focus on quarterly strategic progress.
- Manage the Advancement Committee (made up of board members) which includes regular communication and monthly meetings.
- Database (Salesforce) updates; website updates and external platform updates (GivingMatters, Guidestar and Charity Navigator).
- Lead, Manage, and hold Accountable development team, including:
  - Events Manager
  - Volunteer Coordinator
  - Communications/Marketing/Events interns, volunteers and contractors
- Participate and actively engage in weekly and quarterly leadership team discussions, holding this team accountable with trust, healthy conflict, and attention to results.

**Meetings:**

- All Staff check-ins 1x week
- Leadership Team meeting 1x week (90 minutes)
- 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 FundraiseUp experience a plus.
- Able to balance more than one project at a time.
- Adept with problem-solving and last-minute changes.
- Comfortable with kind and direct communication to hold others accountable.
- Public speaking 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.