



Development Director

30-35 hours/week

Pay range: \$22 - \$28/hour + Overtime

Hybrid - in office 3x/week

Our Mission:

Established in 2008, Hands4Hope-Youth Making A Difference is a youth-driven organization with Education and Community Engagement Programs that use the [service-learning strategy](#) to inspire and empower youth in leadership and service. Hands4Hope strives to develop and nurture youth leaders in our community into socially responsible, civic-minded residents who have compassion for others; who engage in action to bring about change; and who work for a safe, vital community. Hands4Hope youth create and plan their own projects to support local charities and address unmet community needs. Hands4Hope provides amazing opportunities for youth to gain invaluable hands-on experience and skills.

Understanding of and commitment to the mission of Hands4Hope - Youth Making A Difference

Job Summary:

The Development Director will be responsible for the overall administration and operational oversight of Hands4Hope - Youth Making A Difference fundraising and stakeholder engagement, management, and retention. This includes overseeing the development and execution of fundraising and communications plans to meet the organization's fundraising goals, planning and execution of fundraising and donor appreciation events, management of the donor database, oversight of print, digital, and social media content, and strategizing new ways to engage and retain donors. The Development Director will be the staff liaison to the External Affairs Committee and any subcommittees, and will cultivate relationships with donors/sponsors, Board members, adult volunteers, youth participants, vendors, and staff.

The Development Director reports to the Executive Director and will be responsible for supervising the Communications & Fundraising Coordinator.

Essential Duties and Key Responsibilities:

Fundraising and Donation Management:

- Develop and implement a comprehensive fundraising strategy to meet annual financial goals.
- Identify, cultivate, and solicit major donors, corporate sponsors, and foundations.
- Plan and execute fundraising events and campaigns.
- Manage and grow the donor database, ensuring timely and accurate donor recognition and communication.
- Maintain and follow Fundraising Policies & Procedures Manual, ensuring organization is working within the highest of ethical practices

Donor Cultivation and Stewardship:

- Build and maintain relationships with current and potential donors.
- Create and implement, with input and support from External Affairs Committee, a comprehensive donor communication plan, incorporating recognition and appreciation activities
- Create and deliver, with support of the Communications & Fundraising Coordinator, engaging donor communications, including newsletters, impact reports, and thank-you letters.
- Conduct donor research and develop personalized cultivation and stewardship plans.

Grant Writing and Management:

- Research, identify, and apply for relevant grants to support Hands4Hope - Youth Making A Difference programs and initiatives.
- Write, in collaboration with the Program Director, compelling grant proposals and reports to foundations, government agencies, and other funding sources.
- Monitor grant compliance and, in collaboration with the Program Director, manage grant reporting requirements.

Collaboration and Support:

- Work closely with the Executive Director, Program Director, and Board External Affairs Committee/subcommittees to align fundraising efforts with organizational goals.
- Assist in developing marketing materials and strategies to enhance fundraising initiatives.
- Work closely with program leads to create and implement adult volunteer appreciation plan
- Participate in strategic planning sessions and contribute to organizational growth and development.
- Support the External Affairs and Events Committees and Chairs with agenda preparation, meeting facilitation, minutes, meeting reminders, and follow-up deliverables
- Attend and support Board Meetings and Community Events as needed
- Perform other duties as required or assigned by the Executive Director

Required Qualifications:

- Minimum of 3 years of experience in fundraising, project management, donor relations, and grant writing
- Bachelor's degree or equivalent experience in nonprofit administration, marketing, communications or a similar field is preferred
- Proven track record of meeting or exceeding fundraising goals.
- 1+ years of project management experience
- Proficiency in donor management software, Google Workspace, and Microsoft Office Suite is preferred
- Experience working with youth focused nonprofit preferred
- Knowledge of the El Dorado and Sacramento County area and statewide philanthropic landscape
- Successful completion of background investigation

Required Knowledge, Skills, and Abilities

Fundraising - Plan, organize, and direct fundraising campaigns which include multiple components

Grant Writing - Research and assist in writing grants for existing and new funding sources

Leadership/Team Management - Ability to motivate, guide, and collaborate

Organization Skills - Strong organizational and project management skills

Collaboration - Work with diverse groups, including staff and committees, to set/reach goals

Communication - Excellent written and verbal communication skills

Financial Management - Manage overall fundraising budget, in addition to event budgets

Negotiation - Negotiate sponsorship agreements in addition to short term contracts and purchase agreements for events/fundraisers

Analysis Skills - Gather and analyze donor data to create targeted communication and campaigns

Stewardship - Skills, knowledge and experience in the design and execution of stewardship and donor relations activities

Ability to be flexible and adjust to changes

Ability to perform tasks in a physical work office environment

Ability to work independently and as part of a team

Ability to adhere to Hands4Hope - Youth Making A Differences's confidentiality guidelines

Ability to interface well within all facets of Hands4Hope - Youth Making A Difference and represent Hands4Hope - Youth Making A Difference in a highly professional manner.

Working Hours:

Standard Working hours: 35 hours per week; at times working 40 hours or more, with applicable overtime

Standard Working Schedule: 9:00 AM to 4:30 PM, Monday through Friday

Available to work early mornings, evenings, and weekends as needed for events and meetings

Hybrid work arrangement with both remote and in-office responsibilities, typically required in-office 3x a week

Travel Requirements:

Frequent local travel for meetings and events

Occasional out-of-city travel for conferences and training

Proof of valid driver's license and insurance

Access to reliable transportation

Disclaimer:

Hands4Hope - Youth Making A Difference is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.

Candidates must be eligible to work in the United States without sponsorship. Candidates will be required to undergo a criminal background check prior to hire.