

Job Description Development Director

The Homeless Prevention Council (HPC) provides personalized case management to help people in our community, primarily on the Lower and Outer Cape, to be stably housed and financially secure.

Since 1991, HPC has served more than 50,000 individuals.

The Development Director provides leadership to HPC's overall efforts to obtain financial, community and local business support to fulfill the agency's mission. You will support agency growth and donor development while expanding community engagement, marketing and all agency fundraising initiatives. As a key thought partner with the Senior Team, Board of Directors and Development Committee, you will implement, execute and organize development and marketing initiatives, including major gifts, planned giving, special events, and direct mail and digital revenue generating campaigns. You will be responsible for supporting agency strategy, budget, goal and planning development process, and plans to meet the organization's short- and long-term objectives. The Development Director reports to the CEO and is a member of the HPC Senior Team.

Desired Skills

- Strong personal engagement skills, team player and relationship builder
- Applied understanding of fundraising and development best practices
- Strong prospect identification and qualification skills
- Excellent writing, editing, and proofreading ability
- Persuasive communication and presentation skills
- Fundraising or sales database experience
- Proficient with Microsoft Office (Excel, Outlook, etc.)
- Experience with online and social media communications
- Experience with online fundraising and marketing, and prospect research

Education and Experience Requirements

- Bachelor's degree preferred. Consideration will be given to candidates with extensive experience and/or training qualifications
- Minimum five years of fundraising, non-profit or other applicable experience
- Experience leading events and volunteer engagement
- Previous management experience
- Proven track record of meeting measurable goals