



Hope for Haiti®

Vice President of Development

Job Description

Position Title:	Vice President of Development						
Revised Date:	January 2014			Start Date:	As soon as possible		
Status:	X	Full Time		Part Time		Contract	Temporary
Reports to:	President & CEO						

Hope for Haiti's Mission Statement: To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

Brief Organizational Summary: Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for almost 25 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti's vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit www.hopeforhaiti.com.

Position Title: Vice President of Development

Position Description:

Hope for Haiti is seeking an excellent candidate who is an energetic, strategic, inspiring and creative development executive with superb organizational, interpersonal and communication skills to join a dynamic and growing team. This position is a key member of management and directs all fundraising efforts for the organization. The Vice President of Development will create the organization's Development Plan as well as build upon the organization's successes by implementing an innovative marketing strategy to take the organization to new levels of success in the future. This position will be responsible for the revenue growth (cash and Gifts In Kind "GIK") of the organization to provide direct benefit to Hope for Haiti's mission and strategic vision, by leading the development team in implementing the fundraising goals set forth by the Board of Directors.

Position Duties and Responsibilities:

Reporting to the President and Chief Executive Officer (CEO), the Vice President of Development will be responsible for managing the fundraising development strategy that will allow Hope for Haiti to continue to grow and fulfill its mission. The Vice President of Development is a key member of the Hope for Haiti management team who will continue this tradition of excellence by:

- Working with the President & CEO on the organization's strategic vision including fostering and cultivating donor relationships for cash and GIK on city, state, national, and international levels
- Creating fundraising strategic plans that drive year-on-year growth in major giving, foundation, grants, event, GIK, and corporate fundraising.
- Identifying, cultivating and soliciting major donors for annual giving and special campaign needs, independently and in tandem with board members, the President/CEO and fellow staff.
- Overseeing all aspects of Hope for Haiti's development team, including annual planning, programs for retention and increased giving, all mailings and special appeals, targeted mailings, annual report, and cultivation events, etc.
- Leading all aspects of individual, corporate, foundation giving by present and potential donors, and collaborating with program staff in order to provide for special project-related giving.
- Supervising fundraising, celebratory and cultivation events including Hope for Haiti's Annual Gala for 350-plus VIP guests.
- Establishing the feasibility of endowment, planned giving and/or capital campaigns, and implementing such campaigns as appropriate, etc.
- Evaluating and seeking best development practices including, but not limited to charity rankings, marketing, micro-philanthropy/social media, web development (website), etc.
- Focusing on e-philanthropy options and techniques with the goal to significantly increase online giving cost-effectively.
- Overseeing Hope for Haiti's outreach and public awareness efforts, through a spectrum of activities that will engage members, volunteers and communities.
- Managing a can-do development staff to help them achieve both program goals and personal growth.
- Providing all needed development-related assistance to the President/CEO, the Board of Directors and other volunteer leaders, and the Hope for Haiti management team.
- Participating on and providing staff support for the Development & PR Committee of the Board of Directors and collaborating with committee chairs on the preparation of agendas, meeting materials and meeting minutes.
- Actively participates in the organizations strategic planning and growth initiatives. This includes identification of new strategies, implementation of approved initiatives, and quantification of strategic ideas.
- Perform other duties as assigned

Education, Skills & Experience:

As a prerequisite, the successful candidate must believe in the core values of Hope for Haiti and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change and be both strategic and tactical in delivery.

- Completion of a bachelor's degree at an accredited college or university or equivalent work experience required
- A minimum of seven years of fundraising and/or sales experience, with a proven record of success in securing contributions from major donors, foundations, and corporations.
- A history of planning for and meeting revenue objectives to scale an organization's capacity to effect change
- Excellent written, verbal and interpersonal communication skills
- Proven management and leadership capabilities, including the ability to inspire and communicate effectively with a broad range of colleagues and supporters
- Excellent organizational skills, including research, planning, reporting and program coordination, computer literacy and experience with fundraising databases, specifically Raiser's Edge/Financial Edge.
- Ability to work in fast paced and growing environment
- Exceptionally well-organized and a strong ability to prioritize
- Social Media experience (Facebook, Google, Twitter, etc...)
- Professional in appearance, demeanor, and leadership
- High level of customer service
- Ability to adapt to and make level-headed decisions in stressful situations
- A self-starter and action oriented
- Creative problem solving skills
- Willing to travel Domestically and Internationally with the proper documentation and authorization to travel freely
- Excels at working independently, exercising good judgment and taking initiative
- Kindness, and a sense of humor

Compensation

Annual salary commensurate with experience (DOE).

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. A generous compensation and benefits package is offered including medical, dental, life, STD and LTD insurance; paid time off, and much more!

To Apply

Hope for Haiti is currently accepting applications. Interested candidates should submit a resume along with cover letter (with references and salary requirement) to careers@hopeforhaiti.com.

Please include **"VP of Development"** in the subject line.