



## Director of Strategic Partnerships- Southeast US

### Job Description

<b>Position Title:</b>	Director of Strategic Partnerships- Southeast US							
<b>Status:</b>	X	Full Time		Part Time		Contract		Temporary
<b>Reports to:</b>	Chief of Donor Experience							

**Hope for Haiti's Mission Statement:** To improve the quality of life for the Haitian people, particularly children.

**Brief Organizational Summary:** Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 30 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](http://www.hopeforhaiti.com).

**Position Title:** Director of Strategic Partnerships- Southeast US

**Location:** Miami

**Position Description:** Hope for Haiti is seeking a strong candidate to join the Donor Experience Team in the position of Director of Strategic Partnerships- Southeast US. This candidate will be fluent in Haitian Creole and serve as an ambassador for our work in the Southeast engaging with the Haitian diaspora and strategically aligned foundations, organizations, corporate partners, and individuals. This candidate will seek out funding opportunities and be responsible for researching, developing and writing proposals, managing data, timelines and reports for Hope for Haiti funders and partners in order to support program activities at the organization. In addition, in this role, he or she will develop and lead innovative friend-raising and fundraising events to increase awareness and revenue for Hope for Haiti.

**Position Duties and Responsibilities:**

Reporting to the Chief of Donor Experience, the Director of Strategic Partnerships- Southeast US will have the following primary job responsibilities (and other duties as necessary):

1. Grant Writing and Foundation Stewardship **(60%)**
  - a. Act as lead writer on all grant proposals for relationships in the Southeast; lead research & data gathering for proposals
  - b. Research grant and contract opportunities
  - c. Interpret funding agency guidelines for Chief of Donor Experience and Hope for Haiti Leadership
  - d. Craft, review and edit letters of Intent, abstracts, and full proposals including budgets
  - e. Analyze potential funding opportunities and provide guidance on pursuing RFPs; ensure alignment with Hope for Haiti priorities, strategic plan, and other considerations
  - f. Provide supporting documentation to Leadership regarding upcoming RFPs including proposal abstracts, recommendations about pursuing solicitations, and researching supporting proposals
  - g. Provide monthly grant and contact activity reports and updates; assume responsibility as assigned, work collaboratively with Finance and Program staff
  - h. Collect and manage reporting data and program service delivery information for all assigned contract/grant reporting (monthly, bi-annual, annual, and final)
  - i. Develop & implement report procedures in keeping with grant/contract guidelines
  - j. Create & refine reporting and data tracking systems for current and future grants/contracts
  - k. Collaborate closely with Program staff to obtain timely reporting content
2. Donor Base Stewardship & Expansion **(40%)**
  - a. Support the team in researching and qualifying prospective individual, corporate, and foundation donors to support and advocate for Hope for Haiti's mission
  - b. Develop and foster relationships with Southeast-based companies and cultivate a culture of employee giving and volunteerism within the Haitian diaspora
  - c. Serve as the Point of Contact for all donor inquiries in the Southeastern U.S.
  - d. Through a combination of direct communication and personal meetings, work to expand and enrich existing donor relationships, including Gift-in-Kind donors and partners
  - e. Create and execute donor recognition/expansion events in Miami
  - f. Work with Chief of Donor Experience, CEO, and Director of Business Development and Strategic Partnerships to develop cause marketing & influencer campaigns

**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 and vision.

- A Bachelor's Degree (Master's preferred) in Communications, International Development, Public Policy, Sociology, Business, English or related discipline or a combination of relevant work experience
- 4 – 7 Years' experience in a Non Profit Development/Donor Experience role in the Southeast
- Proven track record of securing grant funding for programs
- Demonstrated experience in building relationships with corporations and foundations
- Experience organizing events and managing volunteers
- Ability to work in fast paced and growing environment
- Exceptionally well-organized and a strong ability to prioritize
- Extremely computer/technology literate (PC & MAC Products)
- Social Media experience (Facebook, Google, Twitter, etc...)
- Professional in appearance, demeanor, and leadership
- High level of donor service
- Ability to adapt to and make level-headed decisions in stressful situations
- Excellent written, oral, and interpersonal communication skills
- A self-starter and action oriented
- Creative problem solving skills
- Willing to travel Internationally with the proper documentation and authorization to travel freely between the United States and Haiti
- Excels at working independently, exercising good judgment and taking initiative
- Kindness, and a sense of humor
- Fluency in English and Creole required

**Compensation:**

Annual salary commensurate with experience (DOE). 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 until the position is filled. Interested candidates should submit a resume with cover letter (with references and salary requirement) to [careers@hopeforhaiti.com](mailto:careers@hopeforhaiti.com).

Please include **“Director of Strategic Partnerships- Southeast US”** in the subject line.