POSITION DESCRIPTION

TITLE: Development Director

REPORTS TO: Chief Executive Officer

Non Exempt X Exempt

ORGANIZATIONAL DESCRIPTION: Located in Fayetteville, Arkansas, we strive to develop and implement collaborative, local solutions that foster hope, opportunity, and stability for people experiencing homelessness in Northwest Arkansas. We do this by providing access to basic needs such as food, clothing, and showers through our Day Center program and housing assistance and solutions through our HOPE housing program. Why? Because we passionately believe everyone deserves a place to call home!

PRIMARY FUNCTION: Serves on the Executive Team as the lead staff for development and marketing. This hybrid role partners with the CEO to develop and execute a strategic engagement plan that will increase revenue and brand awareness in Northwest Arkansas.

RESPONSIBILITIES:

GROW:
- Understand organization’s key strategic programmatic priorities.
- Partner with the “Housing” and “Day Center” teams to research, write, manage, and steward grants and restricted gifts.

STRENGTHEN:
- Lead all fundraising activities including strategic revenue planning, major gifts, corporate giving, direct mail, events marketing, in-kind donation drives, etc.
- Oversee the management of donor data in DonorPerfect.
- Ensure donors, volunteers, and partners are thanked for their contribution in a timely manner.
- Complete data entry accurately, regularly, and on-time as requested.

ADVOCATE:
- Lead all marketing activities including comprehensive marketing plan, social media, website, public and media relations, etc.
- Serve as the media’s primary point of contact
- Represent the organization as a spokesperson when needed
- Work with service providers such as graphic design providers, etc.

LEAD:
- Ensure staff and board are trained on our latest talking points and engagement strategies
- Attend professional development opportunities / trainings as requested / required.
- Assume other duties as assigned.
SKILLS/KNOWLEDGE REQUIRED:
- Minimum Bachelor’s degree and 3 years’ experience in a non-profit development/marketing/business development role or 5 years’ experience in a non-profit development/marketing role/business development role
- Demonstrated passion for helping people lacking adequate access to basic needs, especially those experiencing homelessness.
- Strong network of philanthropic relationships in Northwest Arkansas.
- Proficiency in Microsoft Office (including Excel and Outlook), and ability to learn other programs as required.
- Proficiency in DonorPerfect or a similar donor database
- Strong communication skills, both oral and written. Must be comfortable with public speaking.
- Ability to conduct one’s self in an assertive, professional manner, as well as exhibit professional boundaries.
- Ability to work well in a team environment.
- Ability to tolerate a challenging and fast paced environment.
- Working knowledge of the issues surrounding homelessness and poverty.
- Valid Arkansas State Driver’s License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:
- Must be able to sit, stand or walk for extended periods.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property, and / or community.

DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To apply for this role, please send a resume to Mike Williams at Mike@7hillscenter.org.