

HIRE Director of Development & Marketing

Job Title: Director of Development & Marketing

Supervisor: Chief Executive Officer

FLSA Status: Exempt

Employment Status: Full-Time

Location: Hybrid: Remote (60%), In-Person (City of Orange) (40%)

Pay Range: \$95,000-115,000/year

Benefits: HIRE offers health, dental and vision insurance; paid time off and holidays; 403B retirement with matching; flexible schedule and hybrid work environment; professional development opportunities; a chance to be a part of meaningful systems change and social impact work.

Organization

The Hub for Integration, Reentry & Employment (HIRE), a 501(c)(3) nonprofit organization, works to unify Orange County stakeholders and close gaps in social, political, and economic opportunities for justice-involved youth and adults. Founded in 2020, HIRE uses research informed and data driven strategies grounded in equity and justice to help people who are justice involved successfully reintegrate into the community.

Position Description

The Director of Development & Marketing is a key member of the leadership team, responsible for designing, leading, and implementing all fundraising and revenue development strategies for HIRE. This role oversees grants, sponsorships, individual giving, and social enterprise funding opportunities as well as our marketing department. The ideal candidate is a strategic thinker and strong relationship-builder with proven success in nonprofit fundraising and a passion for HIRE's mission.

Duties and Responsibilities

Fundraising & Revenue Development

- Lead and manage all aspects of fundraising, including major gifts, sponsorships, grants, annual appeals, planned giving and special campaigns.
- Develop and implement a comprehensive development plan that aligns with organizational growth and sustainability goals.
- Cultivate and steward relationships with donors, funders, corporate partners, and community stakeholders.
- Identify and cultivate new funding opportunities, including social enterprise initiatives, and develop strategies for sustainability and growth.
- Spearhead capital campaign leading up to opening of our Workforce Reentry Training Facility.

Grants Management

- Oversee all grant writing, submission and reporting processes.
- Ensure compliance with grant requirements, tracking deliverables and deadlines in coordination with program staff.

- Maintain a grants calendar and pipeline to ensure steady and diversified funding streams.
- Work with appropriate team members for reporting and outcomes tracking and reporting.

Corporate & Community Partnerships

- Expand sponsorships and partnerships with businesses, foundations, and community organizations.
- Collaborate with the Business Development Manager to identify mutually beneficial opportunities that support employer engagement and reentry workforce development.
- Collaborate with Volunteer Coordinator to identify mutually beneficial opportunities for corporate/community engagement through volunteer opportunities.
- Represent HIRE at community events, funder meetings, and conferences as needed.

Marketing & Communications

- Provide strategic oversight to the Marketing & Events Manager to ensure alignment between fundraising, brand visibility, and community engagement.
- Support development of campaigns, materials, and events that promote donor engagement and raise awareness of HIRE's mission.
- Ensure consistent messaging and storytelling that highlights program impact.

Team Leadership & Management

- Supervise and provide guidance to the Business Development Manager, Marketing & Events Manager, and development interns/volunteers.
- Foster a collaborative and high-performing team culture focused on results and innovation.
- Support professional development and mentorship opportunities for staff and interns.

Organizational Leadership

- Serve as part of the organization's leadership team, contributing to strategic planning and organizational growth.
- Provide regular updates to the CEO and Board of Directors on fundraising progress, opportunities and challenges.
- Help cultivate a culture of philanthropy across the organization, engaging staff and board in development activities.

Administrative & Cross-Functional Support

- Maintain event calendars, records and development databases.
- Participate in training and other professional development opportunities to stay abreast of best practices, trends, research, and other information that would support quality and effective programs implementation.
- Attend all relevant department or organization meetings/events.
- Assist with any other mission or organization-related tasks or duties as assigned.

Position Requirements

Education:

- Bachelor's degree in Nonprofit Management, Communications, Business, or related field. Equivalent experience will be considered.

Experience:

- Experience working in a nonprofit or mission-driven organization.
- 5-7 years of progressive experience in nonprofit development/fundraising, with at least 2 years in a leadership role.
- Demonstrated success in securing significant funding from diverse sources, including grants, individual donors, and corporate partners.
- Strong grant writing and reporting experience with proven track record of awarded grants.
- Proficiency with donor management systems (ex. Bonterra Network for Good) and Microsoft Office Suite.
- Lived experience with the justice system, or strong alignment with reentry and fair-chance initiatives, is highly valued.

Skills & Competencies:

- Excellent leadership, supervision, and team-building skills.
- Exceptional written and verbal communication and relationship management skills with attention to detail and ethical storytelling.
- Strong organizational and project management abilities, detail-oriented with the ability to manage multiple priorities and meet tight deadlines.
- Excellent communication and relationship-building skills with an ability to work effectively with diverse stakeholders, including business leaders, government agencies, and community organizations.
- Committed to hybrid working environment within office in City of Orange and remotely with some travel within the region for third-party events and stakeholder visits.
- Occasional evening and weekend work required for events.
- Bilingual in English/Spanish a plus

Personal Attributes:

- Collaborative team player with a focus on creating measurable impact.
- Commitment to equity, diversion and inclusion in all aspects of the work.
- Ability to work independently and on multiple projects simultaneously/effectively within a fast-paced, results-driven environment.
- Committed to the development and growth of a new organization including duties that may be outside of the job description.
- Commitment to HIRE's mission and values, with an understanding of the importance of lived experience and diversity in nonprofit work.

Supervisory Responsibilities: This position will directly supervise a growing team of roughly 4-6 staff including manager level, coordinators and interns/volunteers.

Confidential Information: Employees holding this position will have access to confidential personnel and fund development information, as well as client personal and financial data, and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company's Employee Handbook.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment: The role is primarily remote work with some in-office responsibilities and community based events/meetings until we move into our larger facility in 2028 when the position will move to mostly in-person. The noise level in the office work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply: Please email your resume, a brief cover letter and 2-3 samples of successful grant writing samples (if available) to recruitment@hireoc.org with the subject line: *Director of Development & Marketing Application – [Your Name]*