



Assistant Director of Development

Job Overview:

The assistant director of development directly supports all initiatives of the director of development at High Hopes, Inc. and is directly responsible for event planning and management, annual giving, donor management, grants management, and team collaboration and support.

Responsibilities:

Event Planning and Management

- Plan and manage all logistical details of fundraising events, including but not limited to marketing collateral, securing and managing vendors, and day-of logistics
- Support the director of development with identifying and securing event sponsorships
- Organize, document, and report on events outcomes – financial, attendance, giving, etc.
- In partnership with director of development, ensure successful closeout of events and stewardship of donors

Annual Giving

- Support and execute annual fund strategy, ensuring donor engagement plans are established and achieved, approve appeal schedule, and motivate donor acquisition and retention efforts
- Create direct mail appeals, appeal-related digital content, special event material, and other fundraising pieces

Donor Management

- Assist the Director of Development in identifying, cultivating, soliciting, and stewarding major donors and prospects
- Support and execute annual fundraising campaigns, including direct mail and online appeals, to achieve financial goals
- Perform donor database management, including recording daily gifts into the donor database, calling an assigned range of donors to thank them for gifts, and ensuring the accuracy of donor records in the database
- Manage donors to include database and gift acknowledgment, and thank you process to ensure timely appreciation
- Assist the executive director in providing the board of directors with fundraising information and opportunities.

Grants Management

- Manage grant process and deliverables for grants up to \$5,000

- Support in research and identification of funders to support program initiatives
- Research and coordinate the writing and timely submission of new proposals up to \$5,000 and ensure report deliverables are met as required by funders
- Maintain grant opportunities database for grants submitted or intended to submit, perform grant research, write proposals for grant opportunities, and prepare all necessary grant follow-up reports for grants submitted
- Maintain master files on grants

Team Collaboration and Support

- Partner with all members of the development team, finance team, and other departments as needed to coordinate various development activities
- Operate as part of the development team by working collaboratively with colleagues and other departments
- Offer tours of High Hopes' campus to engage potential donors and partners

Demonstrated Competencies

- Organization
- Multi-task and prioritize tasks
- Work independently and collaboratively
- Administration
- Meet multiple deadlines
- Attention to detail and accuracy
- Perform under pressure
- Problem-solving
- Written and interpersonal communications
- Ability to work with individuals in various capacities above and below self, leaders, and individuals within and outside the organization

Qualifications

- Bachelor's degree, preferably in marketing, communications, or nonprofit management preferred
- 1-3 years experience in nonprofit setting or fundraising preferred

Skills:

- Proven leadership and administrative capabilities.
- Excellent communication and interpersonal skills.
- Ability to foster a collaborative and inclusive educational environment.
- Strong problem-solving skills and the ability to manage multiple priorities.

Reports to: Director of Development

Position Type: Full Time, Exempt

This enhanced job description aims to clearly articulate the responsibilities and expectations for the role of assistant director of development at High Hopes, Inc., highlighting the educational

environment's inclusive and adaptive nature and the comprehensive scope of duties associated with this pivotal position.