

++POSITION:
DEPARTMENT:
REPORTS TO:

**Vice-President, Development & Communication
Administration
Executive Director/President**

**Status: Exempt
Hours: 35/week**

SCOPE OF WORK:

Under the supervision of the Executive Director this position is responsible for achievement of our fundraising and communication goals through collaboration, strategy, planning and execution. The individual in this key role will work closely with the Executive Director, Senior Leadership Team and Board members. The Director will design and execute a campaign framework for ongoing financial support, directing activities related to securing grants/contributions from foundations and individuals, and events. The Director also will lead the organization's communications strategy.

The ideal candidate will be an entrepreneurial professional who enjoys frontline relationship building, soliciting, developing long range and strategic plans for increasing institutional giving support and expanding New Hope's funding base. Strong candidates for this position will have a combination of development and communications skills.

It is expected that the VP, Development and Communication work performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment, and professionalism.

PRIMARY DUTIES:

- Work collaboratively with the Executive Leadership Team and the Board of Directors to create and implement a long-term development and communications plan to guide growth in resource development, in accordance with our strategic plan;
- Manage relationship cultivation with current and potential funders, corporations and foundations;
- Guide and manage the grant and individual donor solicitation process (including proposal/report writing) in a timely manner, while ensuring compliance, accountability and integrity;
- Utilize Raiser's Edge to plan, implement, maintain and evaluate fund development programs;
- Drive the organization's communications activities including media relations, maintenance and development of the organization's website, listservs, and social media; and the production of newsletters, annual reports, and other marketing materials;
- Supervise and direct the work of the Development Associate;
- Serve as a liaison to the Board Fund Development Committee;
- Serve as a proactive member of the Senior Leadership Team, helping to ensure alignment between program goals, financial realities and fundraising capacity.

EDUCATION & EXPERIENCE:

- BS, Marketing or related
- 3+ years marketing and management experience ideally within a non-profit agency
- Strong written and verbal communication skills
- Previous funding writing, fund-raising, public relations, and event planning experience
- Computer proficiency, ideally some experience working with Raiser's Edge, social media savvy
- Bi-lingual, bi-cultural preferred.

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.