

Date Posted: October 22, 2009

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Director of Fund Development

Employer/ Agency: New Hope Housing, Inc.

Job Description: **General**

-Direct all ongoing activities to diversify and increase charitable contributions from individuals, corporations, and foundations.

-Coordinate as necessary with government grant specialist.

-Develop and implement short-term and long-term fund development strategies consistent with New Hope Housing's comprehensive strategic plan.

-With the Executive Director, manage all fundraising campaigns designed to grow and sustain the organization's facilities, systems, equipment, and operating needs.

-Serve as a key member of the management team and cultivate a dynamic relationship with the Board of Directors.

Developing Relationships

-Use research, analysis, trends, technology, and communication resources to identify and create lasting relationships with individual donors. Understand donor's desires and values and work toward improving New Hope Housing's ability to respond effectively.

-Develop a strategic program to initiate and maintain contact with key individuals responsible for charitable giving in corporate, government, and foundations settings, and secure commitments for contributions.

-Strengthen relationships with donors, professionals, and community foundations to enhance New Hope's solicitations of planned giving and possible endowment funds.

-Develop personal and business contacts; and leverage the resulting relationships to maximize the organization's exposure to potential donors and/or donor sources.

Marketing and Branding

-At the direction of the Executive Director, serve as ambassador for New Hope Housing, to state and federal agencies; represent the organization at meetings and other activities; conduct site visits for dignitaries and current and potential donors.

-Identify brand marketing strategies, including media relations, internal and external communications, and direct mail campaigns.

-Ensure that New Hope Housing's accomplishments and needs are publicized accurately and timely to the community, and receive proper recognition via awards and publications.

Administrative

-Prepare and maintain necessary funds development reports and records.

Qualifications:

-Outstanding interpersonal, organizational, and analytical skills coupled with strong written and verbal communication skills and computer literacy.

-Familiarity with a variety of nonprofit and corporate cultures and the ability to adjust to differences among organizations to attain results.

-A strong professional presence that demonstrates both skill and authenticity, thereby instilling confidence and trust in corporate, foundation, governmental, and other nonprofit representatives.

-The ability to function as a leader as well as be an effective team player.

-A positive, confident, and results-oriented professional with a service-oriented spirit.

-At least two year's of relevant experience.

Salary/Hours:

Compensation commensurate with experience.

Employer/ Agency: New Hope Housing, Inc.

Address: 1117 Texas Avenue

City, State, Zip: Houston, Texas 77002

Contact Person: Joy Horak-Brown

Contact Title: Executive Director

Telephone: (713)222-0290

Fax: (713)222-7770

Email: info@newhopehousing.com

Application Method: -Interested candidates should send cover letter and resume to
joy@newhopehousing.com

-Please visit our website: www.newhopehousing.com

Opening Date: October 21, 2009

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