



Director of Development Job Description

Job Title:	Director of Development
Employer:	The Hope Center
Location:	2800 E. Linwood Blvd.. Kansas City, MO 64128
Mailing Address:	P.O. Box 10001 Kansas City, MO 64171
Phone:	816.931.6290
Web site:	www.hopecenterkc.org
Executive Director:	Chris Jehle
Our Mission:	Honoring God by developing healthy communities where the vulnerable flourish
Our Vision:	We envision a safe, vibrant neighborhood where people of all types flourish. Our eastside community will transform from a violent, hopeless, and declining one into a safe, pleasant place to live. Those in need will have the hope and support they need to improve their quality of life. Our community seeks to become one of the best places in the city for families to raise great kids.
Description:	As a professional staff, reporting directly to the Executive Director of The Hope Center and working closely with The Hope Center Board of Directors, the Director of Development manages all areas of fund acquisition, including the annual and board fund, corporate/foundation relations, grant writing, and stewardship (gift entry, database management and donor relations).
Responsibilities:	Plans and implements a comprehensive annual fund program by: 1) Analyzing giving histories/trends, assessing donor capacity and evaluating current fundraising initiatives. 2) Developing a comprehensive three-year annual fund plan to renew/upgrade existing donors and acquire new donors through direct mail and phone campaigns, face-to-face contacts, corporate/foundation grants, special events and stewardship/recognition programs. 3) Developing appropriate marketing and communication initiatives. 4) Managing gift tracking, timely acknowledgments and regular reporting on the use and impact of funds raised. 5) Assists with capital campaigns, strategic planning and planned giving as appropriate.

6) Working cooperatively with the executive director, financial and program staff and the board of directors to ensure the success of a comprehensive fundraising program so that the vision/mission of the organization is fulfilled.

**Required/Preferred
Qualifications:**

Any combination of education and experience providing the required skill and knowledge will be considered. Typical qualifications:

- 1) A personal commitment to the Christian faith and a passion for youth.
- 2) Bachelor's degree required.
- 3) A minimum of three years of resource development experience is required, including an established record of success in individual, corporate and foundation outreach and gift acquisition.
- 4) Experience with planning and implementing communications and marketing strategies desirable.
- 5) Skills: excellent verbal, presentation and relational skills; proficient research and writing skills; sound time-management practices; a high degree of professionalism with internal and external audiences.
- 6) Knowledge: proficiency with personal computers and software applications, including Word, Raiser's Edge and Excel; general familiarity with office procedures and equipment.
- 7) A Volunteer Leader for 12 months at The Hope Center.

Type:

Full-time

Salary & Benefits:

Competitive salary and benefits package

Instructions:

Send resume by fax, e-mail or mail. No phone calls please.

Deadline:

To be determined

Fax:

816.931.6142

E-mail:

info@hopecenterkc.org