

**Door of Hope
Director of Development
Job Description**

Door of Hope is a non-profit, faith-based organization whose mission is to “equip homeless families to rebuild their lives”. Since 1985, we have been providing transitional housing and a restoration program specifically designed for homeless families with children. Door of Hope, a \$1.2 million organization operates two facilities: one in Pasadena and the other in Glendale, providing beds for up to 113 individuals each day.

The Executive Director is an experienced fundraiser and functions as the chief fundraising officer. The Director of Development reports to and works in partnership with the Executive Director, and is responsible for implementing, tracking and reporting on the development plan for Door of Hope with the goal of systematically expanding and maintaining Door of Hope’s funding from individuals, churches, special events, as well as private, corporate, foundation, and government grants.

Responsibilities:

- * Develop, manage and implement the annual development plan (\$1m)
- * Research, identify, and strategize requests to foundations and corporations; draft, package and deliver grant applications; follow-up on pending requests
- * Ensure positive relationships and on-going communications with foundations and corporations; develop and administer grant compliance requirements and reports
- * Maximize the potential of the existing donor data base to ensure accurate tracking, and for use as a cultivation and stewardship tool
- * Identify, strategize about, and cultivate new donors; support the Executive Director, board members and other volunteers in their fundraising efforts
- * Extend the use of technology for financial development: e.g., online donations, email solicitations, and best use of social networking for fund raising
- * Serve as the manager for special events
- * In conjunction with the Executive Director, act as a spokesperson to secure funding and maintain donor relationships
- * Coordinate with local churches to build relationships and improve communication
- * Identify new fund development opportunities
- * Produce and maintain public relations materials including: brochures, monthly newsletters, newspaper articles, invitations, etc
- * Together with the Executive Director, develop and launch an Endowment Campaign

Skills and Experience:

- * A passion for the mission of Door of Hope
- * Exhibits the core values of Door of Hope
- * Minimum 5 years verifiable, successful nonprofit development experience including private sector grant writing
- * Analytical and critical thinker

- * Ability to work independently as well as collaboratively with staff
- * Excellent writing, editing and proofreading skills
- * Accomplished at making a compelling case that is credible, effective and relevant to a variety of donors
- * Social and outgoing; able to passionately and clearly communicate to audiences of all sizes
- * Exceptionally well organized and detail oriented
- * Ability and willingness to multitask
- * Knowledge of social media fundraising; full fluency in MS Excel, Word, and PowerPoint
- * Grace under pressure; a sense of humor
- * Intellectually curious; life-long learner

Compensation: Depending on experience.

To Apply: Send resume to jobs@doorofhope.us