



Job Title: Director of Fund Development

Reports to: Vice President, External Affairs

Classification: Full Time

FLSA: Exempt

Job Summary

The Director of Fund Development oversees and advances BHC's individual giving strategy including annual fund, major gifts and planned gifts; enhances corporate and foundation relationships and grant strategy; and forecasts endowment campaigns and future capital needs. The Director of Fund Development is a strategic member of the External Affairs team and will work collaboratively with fund development and communications colleagues, board members, key senior staff and volunteers to support all aspects of the organization's annual, capital, endowment campaigns and priorities.

Essential Duties and Responsibilities

- Oversee fund development initiatives, including the cultivation, solicitation and stewardship of individual prospects and donors (annual fund, major and planned gifts). Maintains good relations with foundations and corporate funders, and key community partners.
- Develop and steward deep relationships with major donors, including board members, to encourage giving to BHC. Strategically utilize CEO and/or other members of the board and leadership team to secure gifts.
- In association with the VP of External Affairs, produce a comprehensive data-driven development program and annual plan that expands BHC's revenue stream and strengthens our donor base.
- Work with grant writer to manage foundation and corporate grant proposal development and submission process. Ensure proposals, reports, and other documents are well written and submitted on schedule. Develop written funding proposals as appropriate.
- Enhance existing donor relationships while building new relationships, systems and programs to tap into the generous resources of the community.
- Oversee preparation for solicitation or stewardship meetings, including researching prospects and preparing appropriate briefing materials in advance of meetings.
- Assists in planning the annual Builder's Society reception to thank major donors to BHC.
- Collaborate with marketing and outreach colleagues to expand the reach and awareness of BHC through events, digital campaigns, and volunteer opportunities.



- Advise CEO and Board of Directors on trends in philanthropy and provide counsel and direction on matters related to fund development; train and support BHC Board Members and volunteers in soliciting gifts on behalf of the organization.
- Prepare fundraising reports for inclusion in board and committee meetings. Contribute to the preparation of the Annual Report.
- Utilize donor database (eTapestry) to document, manage, and cultivate relationships with prospects, and ensure that fundraising and other software applications are used to their fullest capabilities. Ensures that procedures are maintained to achieve accurate and up-to-date donor records, including critical institutional knowledge that will enhance long-term donor relations.
- Oversee financial reconciliation with the Finance Department, including monthly reports and annual audit.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Knowledge, Skills, and Abilities

- Demonstrated ability to attract and increase philanthropic gifts.
- Ability to forge strategic relationships with a variety of diverse individuals and funding partners at all giving levels.
- High level of initiative, creativity, sensitivity and motivation required. Candidate must possess resourcefulness, a high degree of flexibility and problem-solving ability.
- Ability to manage multiple fund development initiatives, both independently and within a team setting.
- Excellent communication, listening, and interpersonal skills. Excellent verbal, writing, and editing skills.
- Strong public speaking skills and the ability to craft persuasive oral and written presentations.
- Experience with database management, eTapestry a plus.

Education and Experience

- Bachelor's Degree and minimum of five (5) years of professional fund development or related experience with increasing levels of responsibility. Experience with capital campaigns preferred.



Environmental Factors and Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work schedule: regular business hours Monday through Friday in general - but will occasionally vary to include and some evening or weekend hours due to periodic donor cultivation events or activities.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations, as required under the Americans with Disabilities Act (“ADA”), will be made to enable individuals with disabilities to perform the essential functions.

The employee must possess:

- Ability to effectively communicate both verbally and in writing with internal/external customers/colleagues.
- Ability to read financial/legal documents, contracts, and other complex reports to analyze performance criteria.
- Ability to listen to employee and end-user concerns, providing training and coaching opportunities, and customer support.
- Cognitive abilities to understand and analyze ramifications and perform due-diligence functions and long term financial ramifications for new acquisitions, expansion into new regions/territories to meet BHC mission and goals.
- Nature and duties of the type of work being performed require an exceptional degree of reliability and may require occasional evening and weekend hours.

Safety

This position shall adhere to, and ensure employee compliance with Better Housing Coalition Management (BHCM) and BHC Company safety policy, which may be updated at any time. Individuals in this position shall ensure employee compliance with any related OSHA safety standards, established company safety protocols, and use of prescribed safety equipment for particular operations. This position will also address any observed potential safety hazards, and/or environmental hazards or if a health or safety concern arises.

By signing below, I indicate I have had the opportunity to review the job description, essential duties, and my responsibilities as indicated herein.

(Employee Signature)

(Date)