



**HALEY HOUSE**

# We're Hiring!

## Director of Development

*About Haley House: Haley House uses food and the power of community to break down barriers, open opportunities, and strengthen the neighborhoods we serve. Founded in 1966, Haley House has grown to include five interconnected branches: direct services (soup kitchen, food pantry, meal for elders), permanent affordable housing, urban agriculture, education and training (Take Back the Kitchen and LiFT: Re-Entry Program), and social enterprise. Our direct services are located in the South End and Roxbury.*

*This is a full-time position that offers a competitive salary based on the successful candidate's background and experience and includes excellent benefits, including health, dental, PTO and 403(b)..*

**Role:** Responsible for developing and executing strategies for growing all sources of philanthropic revenue: individual giving, foundation grants, corporate giving and events revenue. The Director of Development must have a demonstrated capacity to develop responsive and scalable fundraising and marketing strategies, build sturdy processes, manage a team, work collaboratively across teams and is able to focus on the big picture while ensuring that the details are correct.

Reporting to the Executive Director, the Director of Development must have experience synthesizing fundraising tactics in annual and major gifts giving, foundation relations, digital marketing, and special events to drive revenue and donor growth.

### **Key Responsibilities:**

- Establish and lead a team that is responsible for increasing philanthropic revenue, broadening the base of supporters, and strengthening the foundation and major gifts pipeline.
- Develop and implement a strategic fundraising plan with input and approval from the Executive Director. Establish appropriate metrics and processes for monitoring, measuring and reporting results on an ongoing basis.
- Work with marketing and communications staff to design and coordinate an integrated multi-channel marketing strategy that engages both individual and organizational donors.
- Oversee a strategy to create and grow annual giving, with a focus on growing both lower level donors and those giving \$1,000 or more annually.
- Develop special engagement and stewardship opportunities that encourage engagement with the core work of Haley House. Develop strong solicitation, engagement, and stewardship programs for key constituencies as well as key affinity groups.
- Oversee Haley House's volunteer programs and Haley House's volunteer manager to ensure Haley House receives necessary support from volunteers and provides to volunteers a positive experience that nurtures long-term support for Haley House and its mission.
- Write fundraising and foundation proposals that are compelling for their respective audiences and consistent with Haley House's brand.
- Work with Haley House program staff to ensure personal and consistent messaging and positive donor experiences.
- Work collaboratively both externally and internally. Externally, cultivating and maintaining partnerships with relevant individuals, organizations and peer agencies.
- Create a culture of excellence by recruiting, mentoring and leading a team of highly skilled dedicated employees. Demonstrate leadership, listening, problem solving, critical thinking and analytical skills, along with intellectual curiosity

to seek continuous improvement and support a positive work environment.

- The successful applicant will build lasting relationships with donors, and keep them informed on how their financial input is making the world a better place.

**Qualifications:**

- A bachelor's degree in a human service and/or a business-related field and prior supervisory experience or equivalent.
- 5 + years of experience in advancement/development/marketing/annual giving/grant writing.
- Excellent organizational skills along with demonstrated computer, technology, and research skills.
- Excellent written and oral communication skills
- A genuine interest in and commitment to the mission of Haley House.
- Keen attention to detail and troubleshooting skills.
- Proficiency with Microsoft Office Suite, Google and fundraising database software.
- Ability to function independently and as part of a team in a time sensitive environment.
- Availability to work some nights and weekends as needed for special events.
- Preferred candidates will be self-motivated, deadline-driven multitaskers, have equity and core principles aligned with Haley House's mission and values.

**To apply:** Send cover letter and resume to Reggie Jean at [ddsearch@haleyhouse.org](mailto:ddsearch@haleyhouse.org).