

HAWC Position Description

Position Title: Director of Development
Reports To: Executive Director

Effective Date: 05/05/09
Revise Date:

Position Summary:

HAWC seeks high energy, visionary leader to direct all fundraising activities to ensure the agency's financial future. Responsibilities include cultivating relationships with current donors with the goal of increasing giving; networking in person, by phone and online with prospective donors. Works with the executive director, development committee and Board to create and implement fundraising long-range plan, oversee donor relations and events, track all fundraising activities and revenue projections.

Qualifications:

Excellent interpersonal and communication skills
Passion for HAWC's mission
Proven experience leading a team
Five to ten years fundraising experience including capital campaigns with proven knowledge of donor relations process: identifying, educating, cultivating, soliciting and stewarding
Creative thinking and data analysis
Online and social media experience a plus
Strong organizational skills and professionalism

Position Details:

- Works with executive director and development committee to oversee the fundraising strategic plan including donor cultivation, major donor program, special events, annual appeals, communication strategy, public relations and consignment store
- Builds on-going, long-term relationships with individual and corporate donors
- Coaches Board in solicitation and fundraising activities
- Works in partnership with the executive director in donor cultivation and solicitation
- Supervises Assistant Director of Development
- Reviews monthly financials, forecasts revenue and keeps fundraising costs within budget
- Represents HAWC in the community as appropriate
- Participates in team meetings, supervision and staff meetings
- Flexes hours to get the job done with excellence

Salary: Competitive salary based on experience; excellent benefits. HAWC is an equal opportunity employer.

Send or email resumes to:

info@hawcdv.org
HAWC
27 Congress Street
Salem, MA 01970