

**POSITION DESCRIPTION**

**JOB TITLE: Development Director**

**FLSA STATUS: Full-time, Exempt**

**REVISION DATE: November 2022**

***ORGANIZATIONAL OVERVIEW:***

DREAMS OF HOPE (DOH), founded in 2003, is **Pittsburgh's premier arts-focused organization for lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual, and allied (LGBTQIA+) youth.**

Through the power of the arts, Dreams of Hope provides young people a welcoming environment to grow in confidence, express themselves, develop as leaders, and learn to make positive changes in their communities.

***POSITION SUMMARY:***

The Development Director, in collaboration with Dreams of Hope Staff and Board, oversees and is responsible for all of an organization's fundraising activities and manages relationships with the organization's financial partners. Their duties include planning fundraising events, cultivating new, current and former donors to encourage ongoing contributions, and seeking out opportunities for financial support through grants and sponsorships. Other key duties include marketing and community outreach. The Development Director collaborates with Staff and Board of Directors on setting the vision. The Development Director reports directly to the Board of Directors.

***KEY RESPONSIBILITIES:***

- Implements and monitors a comprehensive fundraising plan to expand philanthropic support of the organization including using income and expense cycles to guide fundraising campaign decisions.
- Identifies and strengthens relationships with community stakeholders.
- Actively pursues and manages corporate and individual leads.
- Fosters strong donor and sponsor stewardship.
- Seeks, applies for and manages grant funding.
- Leads design and implementation marketing programs and special events to maximize prospect/donor engagement.
- Co-coordinates media events; speaks on behalf of organization with media outlets as needed.
- Provides input to strategic decisions that affect the functional area of responsibility.
- Act as primary point of contact for funding, donations and fundraising event inquiries.
- Supports the development of annual organizational budget along with Program Director, Operations Manager, and Board of Directors.
- Maintains and develops donor database through Salesforce to optimize fundraising opportunities.
- Creates and distributes donor acknowledgements.
- Implements annual appeals to individual donors in order to meet budgeted goals.
- Performs networking at selected community and leadership events.
- Co-supervises Operations Manager with Program Director.
- Other duties as assigned.

**Board:**

- Serves as a voting member of Dreams of Hope's Board of Directors.
- Attends all quarterly board meetings.

***OTHER SKILLS/ABILITIES:***

- Demonstrated experience with and commitment to antiracism.
- Experience working with, for, on behalf of LGBTQIA+ communities.
- Bachelor's degree, or equivalent combination of education and experience, required.
- 5+ years of development and managerial experience.
- Ability to prioritize and manage multiple tasks, to analyze and solve complex problems, and to exercise sound judgment.
- A desire to continually learn and develop professionally while exhibiting respect for diverse viewpoints.
- Strong interpersonal skills, including the ability to build relationships with diverse populations.
- Excellent communication skills, including verbal, written, and public speaking.
- High degree of energy, creativity, and a strong sense of integrity.
- The ability to create and implement systems and processes.
- Strong team player.
- Proficiency in Google Workspace, Excel and Salesforce. Knowledge of QuickBooks is a plus.
- Pennsylvania Act 33/34 and FBI clearances are required.
- Valid PA driver's license with a clean driving record.

Dreams of Hope is interested in non-traditional applicants. Even if you don't meet all the elements of the job description, we encourage you to apply if you are excited about the organization and the work. Let us know which skills you would like to further develop.

***SALARY AND BENEFITS:*** \$60,000 (40 hours). 100% employer-covered health insurance. Comprehensive time-off package including staff holidays (according to PPS calendar), vacation and sick leave, plus two weeks of collective rest per year. Continuing education and professional development. Casual dress code.

***ORGANIZATIONAL RELATIONSHIPS:***

**Reports to:** Board of Directors

**Works collaboratively with:** Artistic Director, Operations Manager, and Program Assistant