



Director of Development

Job Title: Director of Development

Reports to: CEO

Starting: July 10, 2017

Status: FULL TIME (40 hours/week)

Deadline to Apply: May 12, 2017

About Generation Hope:

Founded in 2010, Generation Hope selects teen mothers and teen fathers who have displayed academic achievement and a desire to go to college to become Scholars in the Generation Hope Scholar Program. Teen parents are often dismissed by school officials and others when it comes to their potential to pursue higher education. Generation Hope presents college-readiness workshops in the community throughout the year to identify and recruit promising students to our program. Once accepted, Generation Hope provides each Scholar with two supports that we believe increase the likelihood that they will obtain their college degree; up to \$2,400 per year in tuition assistance, one-on-one mentoring, and crisis support. Additionally, Scholars receive an increased network of support from the extended family that the program provides to them and to their young children. This support stays with Scholars until they earn their two or four-year degree. To date we have provided more than \$300,000 in tuition assistance and celebrated 20 teen parents who have earned degrees through our program.

Generation Hope currently serves 82 teen parents in college and 200 expecting or parenting high school students annually through college-readiness workshops. In July 2015, Generation Hope began a significant three-year growth plan with a goal of serving 100 parenting college students by 2018. We will be serving 100 teen parents attending 18 different two and four-year colleges across the region in July 2017.

Generation Hope's founder is a CNN Hero and was named a 2017 Minority Business Leader by the *Washington Business Journal* as well as one of the "Top 40 Under 40" by the *Washingtonian* in April

2017. Additionally, the Catalogue for Philanthropy has named the organization “one of the best” nonprofits in the D.C. region.

Please visit www.supportgenerationhope.org for more information.

Position:

Reporting to and in partnership with the CEO, the Director of Development will spearhead development efforts as Generation Hope continues to grow. A new position in the organization, the Director of Development will have the opportunity to build the development program and is responsible for overseeing the resource development of Generation Hope. The position also supervises the Development & Events Manager. The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for foundation, government, and corporate grants, major gifts, and fundraising events to meet the annual revenue goals and reach higher revenue goals each year. The Director will also focus on prospecting and tactics to build key relationships with alumni, mentors, community, corporate, and foundation leaders.

Essential Responsibilities

Responsibilities of the Director of Development (as they relate to the organization’s goals) include, but are not limited to:

Goal: Meeting Our Budget

- Developing, implementing and monitoring progress toward short- and long-term fundraising strategy and goals.
- Cultivating and maintaining relationships with current and prospective funders and providing support to the CEO to interact with funders on a regular basis.
- Building and strengthening donor relationships through various means, with a strong emphasis on personal meetings.
- Growing a major gifts program including identification, cultivation and solicitation of major donors.
- Maintaining oversight over all fundraising activities including major giving, grants, fundraising events, direct mail appeals, and corporate partnership initiatives.
- Supervising the Development & Events Manager to ensuring the success of Generation Hope’s fundraising events, setting goals with and for, and reviewing the performance of development department staff.
- Overseeing grant seeking including research, proposal writing, and reporting requirements.
- Working with the Board of Directors, including the Board Resource Development Committee, in development-related projects.
- Maintaining gift recognition programs.

Goal: Maintaining Our Budget

- Overseeing the planning, writing and reviewing of all grant reports.
- Managing budgets for all fundraising efforts.
- Working with the Operations Manager to ensure accuracy in Little Green Light (CRM tool).
- Utilizing Little Green Light to capture communication to donors.

Goal: Increasing Awareness

- Making public appearances/accept speaking engagements to share information about Generation Hope with the community.
- Assisting the CEO in coordinating media and public relations outreach and opportunities and managing the organization's marketing, messaging and communications.
- Supervising the Development & Events Manager's social media communications

Other

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as assigned.

Qualifications:

- Must embrace the mission of Generation Hope.
- Bachelor's degree required.
- Three to five years experience in fundraising required
- Public relations/marketing and management experience preferred
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies (some combination of these).
- Experience in donor cultivation, grant writing, contracts management and special events.
- Knowledge of the funding community in the Washington, D.C. metro area.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong written and verbal communication skills.
- Strong interpersonal, supervision, administration and management skills.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Prefer to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Operate with integrity and ethics at all times.
- Display a positive attitude, sound judgment, professionalism, show concern for people and community, demonstrate presence, self-confidence, and good listening ability.
- Proficiency in Microsoft Office programs.
- Familiarity with donor tracking systems.
- Ability to work with diverse groups of people.

- Resourcefulness, creativity and strong problem-solving skills.

To apply, please complete the [online application](#). If this link does not work, you can access the application at the URL below:

https://Generation_Hope.formstack.com/forms/apply_now

*Please do not call

Generation Hope is an equal opportunity employer.