



Job Description

Job Title: Director of Development
Reports To: President/CEO
Classification: Managerial – Exempt
Salary Range: DOE
Date Released: March 2024
**Spanish is not required*

CHANGE LIVES...AND MAKE A DIFFERENCE!

At HUF, we change lives every single day – in small and big ways. We do not get everything right all the time, but we are certainly committed to getting the most important things right most of the time. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live *their* American dream, please continue reading...

It is imperative that all applicants have a general understanding of the HUF brand and share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to Integrity, transparency, respect, dignity, accountability, diversity, cultural awareness, commitment to excellence, collaboration, and teamwork.

Position Summary

As the lead person of the fundraising team, an individual with high energy and a passion for HUF's mission, the Director of Development will focus on establishing and deepening government, foundation, corporate, and individual donor relationships which will lead to the renewal and/or growth of these partnerships. This runs the gamut of development activities: research, pitching, creating development opportunities, saying thanks, and tracking it all. Through research, cultivation, and stewardship, this individual will provide extraordinary service to donors and funders and will manage related internal processes, such as grants and fulfillment - with excellence.

Reporting to the President/CEO, the Director of Development (Director) serves as a senior leadership team member and an active participant in making strategic decisions affecting Hispanic Unity of Florida (HUF). This individual is responsible for all fundraising and development activities, has three (3) direct reports, and works in collaboration with external fundraising consultants and vendors. The Director helps forge new relationships to build HUF's visibility, impact, and financial resources. The Director also designs and implements a comprehensive plan for developing key external alliances by cultivating individual & corporate philanthropic support.

The Director has primary responsibility for establishing and implementing the infrastructure needed to grow a \$10M+ budget through the solicitation of federal and state grants, corporate and foundation support, major gifts, special events, and individual donations.

The Director expands and diversifies HUF's donor base/pipeline and works closely with other team members to secure gap funding and dollars for new initiatives. In addition, the Director works closely with and supports the board of directors as they take on a more active fundraising role.

It is expected that the amount raised by HUF will increase in future years as the Director systematically and effectively strengthens the organization's overall fundraising capacity.

Worksite:

The Director of Development will work primarily in the community meeting potential donors, funders, and other stakeholders, as well as at HUF's Hollywood headquarters. The Director can also work from home as needed.

Essential Duties and Responsibilities:

1. Design development strategy for HUF: Work with the management team to identify budget objectives, funding targets, and approaches in alignment with the organization's strategic plan.
2. Manage development team (3 FTEs and consultants): Work with the President/CEO, senior leadership team, grant writers, donor relations staff, and external consultants as part of a development team to lead revenue generation through grants, corporate sponsorships, foundations, major gifts special events, and individual giving. Demonstrate significant and continuous progress toward campaign and multi-year goals, as well as year-over-year growth.

3. Collaborate with the Chief Financial Officer (CFO), and Vice President of Programs (VPP) to develop and implement HUF's financial strategy and annual budget.
4. Actively work with the President/CEO, senior staff, grant writers, and donor relations staff to develop and implement a comprehensive development strategy of identifying, researching, qualifying, cultivating, closing/applying, stewarding, and renewing various funding sources, including corporate, foundation, government, and individual grants and gifts. Responsible for oversight and management of the entire fund development process, including activities by HUF staff and consultants, board members, and volunteers.
5. Responsible for the development and execution of all funding proposals: Oversee process that includes writing and/or reviewing, and archiving proposals with a long-term relationship-management approach.
6. Recommend and/or implement timely strategies to position HUF for the future, looking beyond the present situation to conceptualize key trends and identify viable fundraising and grant opportunities.
7. Ensure up-to-date and accurate donor and funder records (ex. contact information, gift history); provide and present statistical analysis to board and senior leaders; develop and implement a stewardship program aimed at cultivating deeper relationships with funders & donors.
8. Monitor and report regularly on the progress of development activities (ex. KPIs for budget objectives (actual vs. goal), conversion, funder/donor retention, ROI).
9. Work with CEO to:
 - a. Manage fund development scorecard.
 - b. Manage relationships with major donors.
 - c. Support the Board of Directors on all major fundraising initiatives.
10. Work closely with the Vice President of Programs to:
 - a. Identify and establish relationships with new foundations.
 - b. Serve as the main point of contact for selected corporate and foundation funders, including but not limited to research and ongoing communications.
11. Work with the Senior Marketing Director to:
 - a. Create/revise development materials for corporate partnerships and other giving programs.
 - b. Create, sell, manage, and execute special events and projects.

- c. Implement marketing benefits associated with funder/donor fulfillment and recognition.
12. Conduct or facilitate “point of entry” events, such as Empowerment Tours, for prospective supporters and manage appropriate next steps/communications for each guest (ex. Connect with volunteer opportunities, donor cultivation, referrals).
13. Supervise the work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff, and overseeing their productivity. Provide timely performance evaluations, development planning, and mentoring.
14. Drive to various locations to perform his/her duties.
15. Perform other duties as assigned.
16. May require evening or weekend work.

Qualifications NOTE: Spanish is NOT required.

- Proven track record of achieving fundraising targets of \$1.5M+ annually.
- Bachelor’s degree and/or equivalent experience; master’s preferred. Understanding community, nonprofits, civic engagement, and community-based organizations is a plus.
- 5+ years of professional experience in a nonprofit organization, including demonstrated success in a development function (managing and forging relationships with multiple donor sources); CFRE credential preferred.
- Proven experience in designing and managing effective development programs, including an annual strategic development plan, knowledge of fundraising best practices, writing and organizing a case for support, and campaign planning and execution.
- Flexible and adaptable style; a leader who can positively impact strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside the organization always in a professional manner.
- Demonstrated top-notch customer service skills and ability to interact with any individual with respect and compassion.
- Detail-oriented with outstanding organizational, time, and project management skills. Ability to prioritize work and handle multiple tasks simultaneously to meet strict deadlines.
- Excellent verbal and written communication skills.
- Comply with the Association of Fundraising Professionals (AFP) Donor Bill of Rights and Code of Ethical Principles and Standards.

- Possess critical thinking skills and recommend solutions.
- Computer proficiency with Microsoft Office and Acrobat. Excellent Excel, PowerPoint, Word, Outlook skills, and Constant Contact. Knowledge of fundraising database program(s) is required. Supervisory experience is essential.
- Must have a valid driver's license and appropriate motor vehicle insurance.

AMERICANS WITH DISABILITIES ACT (ADA) DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use their hands to finger, handle, or feel. The employee is required to stand, walk, and reach with hands and arms.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and I understand my responsibilities.

Employee Signature

Date

Manager's Signature

Date

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description anytime without notice."