



Job Description: Development Director

Full time (40 hours) Salaried with Benefits

Job Summary: The Development Director is the primary person responsible for day-to-day management of all fundraising activities to support operations and planned growth of Helping Hands Reentry Outreach Centers. Working closely with the Executive Director, the Development Director develops and executes fundraising strategies, manages community partnerships, cultivates major donors, and manages public image and outreach.

Duties and Responsibilities:

- Report directly to Alan Evans, Executive Director, with shared office space in Seaside.
- Grant writing and reporting for general operations, specific projects, and capital campaigns.
- Event planning, coordination, and reconciliation for annual events of 300+ attendees.
- Donor cultivation for individual/recurring gifts, including generating tax receipts and thank yous.
- Managing community partnerships in collaboration with the Executive Director, including outreach, negotiation of contract terms, drafting MOUs and agreements, and leading facility tours.
- Managing public image and marketing, including press relations and interviews, public speaking, website maintenance, updating social media, and participation in community outreach events.
- Act as liaison between staff and team of volunteer professional software developers to guide bug fixes and development of new features in proprietary database.
- Project planning and implementation for major projects, including property acquisition/renovation.
- Design and coordinating printing of brochures, flyers, and solicitation mailers as needed.
- Identify and cultivate access to new funding opportunities, including advocating for State and Federal policy changes with politicians and decision-makers.
- Manage Board relations, including communication, scheduling, and agenda and packet prep.
- Maintain electronic records of grant applications and communications with partners.
- Utilize shared electronic calendar to schedule meetings/interviews for self and Executive Director.
- Maintain strict confidentiality of all client personal and programmatic information.
- Other duties as assigned.

Minimum Qualifications & Requirements:

- Intermediate to advanced MS Office skills and experience navigating web-based databases.
- Highly motivated, with a demonstrated ability to work autonomously and as part of a team.
- Excellent communication skills, both oral and written.
- Superb relationship builder, with ability to garner respect and trust of homeless clients, volunteers, staff, donors, and community partners and leaders.
- Valid driver's license, proof of insurance, and reliable transportation.
- Willingness to commute as needed between Clatsop, Tillamook, Lincoln, and Yamhill Counties.
- Undergraduate or advanced degree preferred. Successful grant writing/major individual giving/planned giving experience may be acceptable in lieu of degree.

Scheduling & Compensation

- Salaried, full-time position including health insurance. Salary is negotiable DOE.
- Expected office time: 8 hours per day, Monday through Friday, with some flexibility. Occasional evening or weekend meetings or events.