



1050 W. 500 S. | Salt Lake City, UT 84104 | www.nhutah.org

Position description: Development Director
Reports to: Executive Director
Term: Full-time
Compensation: DOE
Benefits: Health, Vision, Dental, Discount Child-Care, Lunch provided daily
Closes: Until filled

Overview: We are looking for an experienced Development Professional with a demonstrated ability of raising 1.5+ million dollars annually through grants, major gift solicitation, annual appeal and fundraising events. The Development Director will work in concert with the Board of Trustees and the Executive Director to coordinate and implement innovative and dynamic funding and communications strategies to support the mission and strategic plan of Neighborhood House as we launch into an exciting new phase of our organization.

Primary Responsibilities:

- Successful revenue generation to meet 1.5 M fundraising goal annually.
- Provide management level leadership for development and implementation of the fundraising programs to ensure a diverse revenue stream including: annual campaigns, capital campaigns, event sponsorships, grants, major and planned gifts, employee giving and individual donations.
- Collaborate with the Executive Director and Board on prospective donor cultivation, solicitation strategies and actions to maximize fund-development opportunities and support the capital campaign.
- Develop goals for fundraising events, recruit corporate sponsors, plan and direct all logistical aspects of fundraising events.
- Collaborate with Program Directors, and Executive Director to research, identify, solicit and manage corporate, government and foundation program grants and reporting.
- Effectively supervise staff and volunteers around successful fundraising events and campaigns.
- Public relations duties including social marketing, press releases, website presence, annual reports, newsletters.
- Collect and assess demographic, program and impact data for incorporation into reports to administrators, board, and funders.
- Prepare and present reports on fundraising data and trends within the organization.
- Manage multi-year gifts and capital campaign pledges.
- Oversee and maintain all donor data base functions, including accurate and timely acknowledgment of all gifts.

Qualifications:

- Bachelor's degree related to the duties and responsibilities specified.

- At least three years of direct experience, including knowledge of major gift solicitation, foundation/corporate solicitation, events, communications, and donor relations.
- Demonstrate a successful track record of grant writing and securing major gifts from individuals and corporations.
- Excellent written and oral communications skills.
- Strong interpersonal and networking skills among diverse constituent groups.
- Organized, detail oriented, and skilled at prioritization.
- Solutions oriented. Able to problem solve and develop answers with minimal direction, capitalizing on opportunities to learn and add value.
- Highly computer literate with a proficiency of Microsoft Office and fundraising software database(s).
- Able to work well independently and within a team structure.
- Must be able to pass a background check.

How To Apply: Candidates who match the above requirements should submit resume, cover letter & three references to execdir@nhutah.org. No phone calls or faxes please.