



Heading Home

Job Title: Advancement/Development Director
Program: Advancement
Reports to: CEO
Hours: Salaried

Exempt

Summary: *The Advancement Development Director executes a development and fundraising program to provide for the short- and long-term needs of the organization. The position acts as the point liaison for a contracted grants writer and supervises the Advancement team.*

Essential Duties and Responsibilities:

- Establishes fundraising objectives for the organization, setting one-year, five-year and longer-term goals
- Manages a portfolio of major donors and stewardship of foundation partners
- Oversees engagement with an out-sourced grant writing entity
- Assigns, plans and oversees the work of the Advancement Administrative Assistants for the database fundraising process and records of receipts and disbursements of funds
- Oversees and manages staff for fundraising events that effectively communicate the purposes of the organization
- Performs other related duties as assigned

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

- Excellent interpersonal skills
- Demonstrated effective grants management and writing

- Extensive knowledge of fundraising strategies, principles and techniques that favor charitable giving
- Excellent management and supervisory skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite or similar software

Education and/or Experience:

- Experienced user of E-Tapestry
- Bachelor' s degree and/or four to five years of experience in fundraising for a nonprofit organization preferred

Physical and Other Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Ability to communicate effectively orally and in writing
- Valid New Mexico driver ' s license and reliable transportation
- Ability to navigate stairs, ladders, ramps and uneven terrain

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature _____ Date: _____
 Advancement/Development Signature

Print Name _____ Date: _____

Signature _____ Date: _____
 Chief Executive Officer