



Job Title: Development Officer

Compensation: \$70,000 – \$75,000 (DOE), with medical, dental, and vision benefits, 15 PPT days/yr., 401K retirement plan

Reports to: Executive Director

Supervises: Volunteers as recruited

Schedule: Full-time, flexible work schedule, includes some weekends and evenings

Summary:

Hope Horizon East Palo is hiring a Development Officer, who will be responsible for facilitating deeper engagement of current donors and acquisition of new donors towards meeting our annual fundraising goal. This is a management position responsible for the implementation of a transformational giving philosophy across our fundraising program.

The Development Officer will lead and manage:

- major donor program
- sustaining donor program
- corporate and church support
- fundraising events
- online fundraising website and donor management software
- funds request letters
- grant research, writing and reporting, and
- encouragement of board participation in fundraising efforts.

Additionally, this position will work closely with the communications team to integrate fundraising elements into our ongoing communications.

SPECIFIC RESPONSIBILITIES will include but not be limited to:

- **Facilitate Deeper Engagement of Current Donors**
 - Cultivate relationships with existing donors to increase connection with Hope Horizon East Palo Alto's mission
 - Use Mission Increase Foundation's transformational fundraising PEO model to help champions grow from participants to engaged to owners

- Organize logistics for annual fundraising campaigns
- Collaborate with the Director of Operations on budget planning, reporting, and analysis
- Prepare monthly Board Meetings and prepare and present updates
- Grant writing – application, reporting, and researching new grants
- coordinate the mailing of semi-annual fund request letters
- Coordinate online giving campaigns for monthly support, Giving Tuesday, year-end campaigns and summer sponsorships
- Attendance at enough programming to be able to represent our mission and impact to donors
- **Assist in New Donor Acquisition**
 - Follow up with potential donors who attend Hope Horizon East Palo Alto/community events
 - Contact prospects referred through personal and organizational networks
 - Collaborate with Executive Director and Director of Partner Engagement on all church partnerships and cultivate church partners
 - Conduct appointments or use other means of requesting support
 - Lead team in responding, with special thanks (not just receipt), to new supporters within 48 hours
 - Follow up with new champions to inform about corporate matching gifts opportunities.
- **Support PR/Communications Efforts**
 - Plan communication strategies, that incorporate strategic vision, mission and programs
 - Edit, approve and coordinate production of printed and online media related to fundraising, including webpages, fundraising brochures and other newly conceived fundraising efforts
 - Work with volunteers to produce short videos that captures impact and heart of the ministry
 - Manage press releases and be point of contact for media
- **Plan and execute all fundraising events and campaigns**
 - Lead the planning of the annual fundraising gala and other fundraising events
 - Manage development volunteers
 - Support of events hosted by program staff
- **Administrative Support as needed**
 - Compile monthly development report
 - Ongoing maintenance of biographical and contact information in online donor database
 - Take advantage of free fundraising webinars to keep up to date on trends and opportunities

Required:

- Agreement with statement of faith and commitment to the mission of Hope Horizon East Palo Alto
- Experience and comfort with soliciting financial support for a cause/organization
- Ability to handle confidential information
- Well-developed interpersonal skills
- Outstanding verbal and written communication skills
- At least 3 years of demonstrated success in development position with a non-profit

Preferred:

- Experience using Kindful, Benevity, Double the Donation or other online giving platforms
- Experience with fund raising software, especially Kindful
- In order to reflect the community we serve, Latino, African American, and Pacific Islander candidates are encouraged to apply

To Apply:

E-mail resume **with** cover letter. Attachments must be in .doc or .pdf format only. In your cover letter, please explain your interest in Hope Horizon East Palo Alto and why you think you are a good fit for this role. Only resumes with cover letters will be considered. No phone calls please. Applications will be accepted on a rolling basis. Send to josie@hopehorizonepa.org or Josette Langevine c/o Hope Horizon East Palo Alto, 1001 Beech Street, East Palo Alto, CA 94303. For more information about Hope Horizon East Palo Alto, go to www.hopehorizonepa.org

Job Type: Full-time

Salary: \$70,000.00 - \$75,000.00 per year

Experience

- Relevant: 3 years (Required)
- Social Media Management: 1 year (Preferred)
- Fundraising Software (i.e. Kindful): 1 year (Preferred)
- Fundraising: 3 years (Preferred)
- Kindful or other online giving platforms: 1 year (Preferred)

Work Location:

- One location
- Hybrid work – generally in office 2 days week when have meetings or company-wide events to support programs or fundraising

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Flexible schedule
- 401K retirement plan

This Company Describes Its Culture as:

- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative