



Director of Fund Development

POSITION DESCRIPTION

ABOUT URBAN HOPE

Urban Hope is on a mission to make home a cornerstone of opportunity by keeping it affordable. Urban Hope partners with clients to gain financial health, secure safe, affordable rental housing, and chart pathways to homeownership. Our work is inspired by Christian faith, led by and centered on residents, and focused on the East End of Richmond, VA. In our rapidly changing neighborhood, we prioritize racial equity, are committed to anti-displacement practices and policies, and seek to build towards an inclusive and just community where everyone can find a home. Visit www.urbanhoperva.org for more.

ABOUT THE DIRECTOR OF FUND DEVELOPMENT POSITION

Urban Hope is seeking a talented and motivated individual to be our Director of Fund Development. The Director of Fund Development position reports to the Executive Director and manages and supports the implementation of Urban Hope's overall fund development strategy to generate financial support to advance the organization's mission, funding both the operations and real estate development needs and goals of the organization. This includes oversight and management of fundraising and stewardship strategies, and campaigns to support overall organizational development and revenue objectives.

REPORTS TO: Executive Director

TERMS: Full-Time, Exempt Status (minimum of 35 hours per week)

SALARY: Competitive and commensurate with experience

BENEFITS: Medical, dental, and vision benefits with employer contribution, SEP-IRA retirement employer contribution, 15 observed holidays, 15 days of vacation, 15 days of sick leave, work from home on Fridays

OFFICE LOCATION: 1111 N 25TH Street, Richmond, VA 23223

PRIMARY RESPONSIBILITIES

- Donor Development and Management
 - Secure and steward financial operating support and capital investments from individuals, churches, foundations, and corporations through in-person and written solicitations.
 - Maintain database of current and prospective financial donors including individuals, churches, foundations, and corporations.
 - Manage and enhance current church partnerships and seek new congregations to become partners.
 - Communicate to and steward all supporters, including production of marketing materials, creating social media content, and project manage the organization's annual report and development materials.
 - Plan and execute fundraising and stewardship events that effectively communicate the mission of Urban Hope.
- Grant Management
 - Lead efforts in grant funding by researching and coordinating grant opportunities.
 - Lead the development, writing, and submission of grant proposals to third-party entities including but not limited to corporations, private foundations, and units of government.
 - Maintain a schedule of available grant making opportunities.
 - Coordinate, complete and ensure timely reporting required by grant funding sources.
- Social Impact Investor cultivation and stewardship
 - Identify and cultivate Opportunity Lenders (private individual investors) as needed to support the real estate development goals of the organization, in partnership with Executive Director.



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- Steward investor relationships, including periodic communication and ensuring interest payments are issued in a timely fashion.
- Budget and Goal Development
 - Develop and implement a comprehensive fundraising plan to meet Urban Hope's annual revenue goals. This includes setting annual monetary goals and budgets according to short- and long-term objectives.
 - Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- General Management and Reporting
 - Manage accurate systems for donation tracking, donor information, and monthly/annual development reporting. (UH currently uses Little Green Light for donor database.)
 - Develop, manage, and support the board and staff's fundraising capacity.
 - Ensure adherence to established policies for compliance and communicate directly to the Executive Director any potential threats or violations.
 - Collaborate with Finance to ensure adherence and timely tracking and reporting on income and expense projections.
- Other duties as assigned by Executive Director.

MINIMUM QUALIFICATIONS

- Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; research; fundraising techniques and strategies; data analytics; and development operations such as gift processing, prospect and donor research, and fundraising reporting.
- Excellent interpersonal skills and ability to effectively interact with stakeholders at all levels.
- Strong research skills and knowledge of information sources.
- Ability to multi-task with strong organizational, planning, and prioritization skills.
- Strong written and verbal communication skills.
- Ability to effectively present information to applicable stakeholders.
- Strong leadership skills with the ability to lead events, projects, campaigns, or meetings.
- Familiarity with nonprofit laws to ensure compliance.
- Demonstrated commitment to building and maintaining long-term relationships with donors.
- Ability to work collaboratively in a team environment with staff, volunteers, board members, community partners, families, donors, and the public.
- Demonstrated initiative and ability to work independently.
- Proficiency in Microsoft Office, especially Excel, Donor Software (Little Green Light), Quickbooks, and Mailchimp.
- Proficiency in using social media.
- Flexibility in schedule, some nights and weekends.
- Completion of a criminal background check.

Education and Experience:

- Bachelor's degree or equivalent experience required. Master's degree and/or study in related fields of non-profit management, finance, business, marketing, communication preferred.
- Minimum of five years' experience in fundraising for a nonprofit organization, with a proven track record of success in major gifts, corporate and foundation giving, and online giving
- Minimum of two years' experience in grant writing and proposal submission

Physical Demands / Cognitive Requirements



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- Office environment - Sedentary work; prolonged periods sitting at a desk and working on a computer; ability to operate standard office equipment and keyboards.
- Must be able to ascend and descend stairs.
- Must be able to lift, carry, push, pull, or otherwise move objects up to 15 pounds at times in an office environment and up to 50 pounds for outside work events.
- Repetitive motion; substantial movements (motions) of wrists, hands, and/or fingers
- Position requires close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer, extensive reading.

CONTACT US TO APPLY

Applicants should complete an employment application by clicking [here](#) or visiting Urban Hope's website at www.urbanhoperva.org. While we sincerely appreciate all applications, we will only contact those candidates selected for an interview.

Questions? Please reach out to Lawson Wijesooriya, Director of Development and Strategy, at lawson@urbanhoperva.org

Urban Hope is an Equal Opportunity Employer that recognizes, celebrates, and embodies diversity, equity and inclusion as a matter of practice. We are dedicated to recruiting, employing, retaining, and promoting persons in all job titles without regard to gender, sex, sexual orientation, race, color, alienage or citizenship, national or ethnic origin, age, transgender status, political affiliation, personal appearance, family responsibilities, marital status, veteran status, carrier status or disability, except where there is a bona fide occupational qualification for the job tasks to be performed. In such circumstances reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would result in an undue hardship. Each person is evaluated on the basis of personal skill and merit.