



Job Announcement

Position: Director of Development

Department: Development

Supervisor: Executive Director

Location: New York City

Overview of the Position

The Haitian Education and Leadership Program (HELP) is a unique and highly successful college scholarship and leadership development program in Haiti, preparing high performing students from disadvantaged backgrounds to take civic and professional leadership roles to advance economic and social justice in Haiti. HELP has a dynamic and diverse team of highly dedicated staff, including 40 employees in Haiti and a 5-person development department headquartered in lower Manhattan.

The Director of Development (“the Director”) will lead a growing team dedicated to completing \$21m campaign (including \$7.5m for capital expenditure) over the next 5 years as part of HELP’s strategic goal to increase student enrollment by 40%, significantly increasing the \$2.5m annual budget.

The Director is responsible for managing, leading, and working collaboratively with HELP’s development staff (in the US and Haiti), board members, and other volunteers, to fulfill objectives for the current campaign, annual giving, and identifying, cultivating, soliciting, and stewarding prospects and donors. The Director also manages a portfolio of major gift prospects and works with the Executive Director to elevate the organization’s development program.

The ideal candidate will have passion for the mission, strong organizational and management skills, excellent interpersonal and writing skills and a proven track record in high-level fundraising.

Summary of Responsibilities

Reporting to the Executive Director and working closely with the Board of Directors, the Director is responsible for designing and implementing HELP’s fundraising plans (annual and long-term) including developing and maintaining relations with individual and institutional donors, developing major gift and donor recognition programs, ensuring effective communication with a diverse range of supporters and organizing events.

Fundraising

- Strengthen HELP’s culture of philanthropy and lead the department’s planned growth
- Manage the 5-year fundraising Campaign in accordance with the campaign plan, timetable & budget
- Set annual fundraising goals for the development team and individual team members
- Manage the cultivation, solicitation, stewardship and tracking of major donors and prospective major donors through regular personal contact, written, phone, and electronic communication, follow-up, outreach events, face-to-face meetings, and special events
- Expand efforts to raise 6-, 6-, and 7-figure gifts from individuals, corporations, and foundations
- Track fundraising progress toward goal achievement and assist with preparing and distributing regular progress reports

- Serve as the Development Office's primary liaison with board members and campaign leadership on campaign strategy, planning and progress reports
- Maintain a portfolio of major gift prospects and collaborate with other development staff and volunteers in securing campaign and annual commitments
- Assist with the implementation of an appropriate system to effectively encourage and facilitate volunteer participation in fundraising efforts
- Work with Executive Director to manage top donors and existing relationships
- Oversee events, including annual gala, cultivation events, and stewardship events
- Participate in fundraising and cultivation events, and follow-up with major gift prospects

Communications

- Oversee the production of HELP's fundraising communications, including social media, brochures, quarterly newsletters, website, e-news, and Annual Report to increase the visibility of HELP as well as inform current and prospective donors.

Management

- Manage and provide guidance to a growing development team which currently consists of a Development Officer (Haiti), Grants Manager (remote), Annual Giving Manager (NYC) & Development Assistant (NYC)
- Motivate, evaluate and recognize staff appropriately
- Manage Development Office processes and practices including Development Office staff meetings and agendas, overseeing the recording and acknowledgment of gifts/pledges, maintaining the office budget, and overseeing the responsibilities of the team
- Ensure the strength and implementation of development policies and procedures
- Work closely with the Executive Director to support Board and campaign structure

Qualifications

- A commitment to the mission, methods and values of HELP
- A bachelor's degree
- A minimum of seven years demonstrated success and increasing responsibility in fundraising, including: individual giving, major gifts, grant writing, events, and capital campaigns
- Experience effectively managing a team
- Excellent research and writing skills
- Strong organizational skills and attention to detail
- Excellent interpersonal skills
- A resourceful, entrepreneurial and creative attitude
- Ability and willingness to travel within the US and to Haiti, as needed

Compensation

HELP offers competitive compensation commensurate with experience.

How to apply

Please email CV and cover letter to: jobs@uhelp.net

Position open until filled.