

House of Hope Development Director Job Description

Responsibilities

- Maintain relationships with current donors
- Seek to cultivate relationships with potential donors
- Research and apply for grants
- Plan and execute fundraising events including annual fundraiser and golf tournament
- Promote awareness of HOH in the community
- Speak or coordinate speakers for engagements
- Follow-up with monthly donors and donors who give a one time gift of \$500 or more
- Write and design newsletter and publications
- Send out a monthly e-news
- Send personal thank you notes/and or make phone calls to consistent donors
- Raise funds needed to operate ministry budget
- Raise funds over the amount budgeted to place in secondary account (emergency funds)
- Oversee that we have supply of brochures, envelopes, needs list, and pledge cards