



HEART

Health Education Africa Resource Team

Empowering the People of Africa to Survive and to Thrive Beyond the HIV/AIDS Pandemic

Director of Development - HEART

Job Purpose/Position Summary:

The director of development is responsible for planning, organizing and directing all of HEART's fundraising including, the major gift program, annual fund, planned giving, special events and capital campaigns. The development director is focused on fundraising and is concerned with identifying, soliciting and maintaining relationships with churches, individuals and community partnerships, while increasing the visibility of HEART. The director works closely with the Executive Director and Board of Directors in all development and fund raising endeavors.

Essential Beliefs and Values:

- Must embrace the mission of HEART
- Maintains a personal relationship with Jesus Christ and is a consistent witness of Jesus Christ.
- Speaks of HEART, our staff, our partners, participants in our programs and other organizations with respect and honor across all communication platforms, faithfully praying for each.
- Acts as an advocate for HEART and each individual that HEART serves, understanding the problem, raising awareness of the need and how everyone can respond.
- Adhere to HEARTS Mission, Vision, Values and Statement of Faith.

Education and Experience:

- 3 – 5 years' experience in progressive fundraising/development experience preferred
- BA/BS required or equivalent work experience

Qualifications:

- Strong interpersonal and writing skills
- Knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Knows how to access new and emerging social media funding campaigns.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Have the ability to work autonomously, self-motivated and the desire to get out of the office and build external relationships.
- Be a self-starter and goal driven to initiate donor visits and fundraising calls.
- Strong knowledge of mac and/or MS office suite software
- Ability to speak to large groups
- Ability to interact with youth and adults from a variety of cultural and ethnic backgrounds
- Ability to mix with all social and economic groups for the benefit of HEART.
- Takes direction and displays a high level of ownership.
- Organizational and project management experience proficient. Exhibits follow through on tasks and goals.

- Displays a positive attitude, shows concern for people and community, and demonstrates presence, self-confidence, common sense and good listening ability.
- Ability to manage numerous project simultaneously, meeting deadlines with flexibility and adaptability.
- Self-sufficiency to maintain spiritual and emotional health while consistently working towards the vision of HEART as a whole and the development department in particular.
- Commitment to grow in abilities and knowledge that impact the organization, relationships within and outside of HEART.

Duties/Responsibilities:

- Meet with prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Seek out grant opportunities, including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fundraising special events.
- Work closely with Executive Director and Board of Directors.
- Make public appearances/accept speaking engagements to share information about HEART with the community.
- Oversee fundraising database and tracking systems.
- Maintain gift recognition programs.
- Identify, develop, solicit and maintain ongoing relationships for development and fundraising purposes.
- Secure financial donations from churches, individuals and corporations
- Assist in the development and execution of HEARTS overall budget.
- Grow recurring donation program to 20 – 25% of HEARTS annual budget.
- Conduct research to identify and apply for additional donor relationships
- Oversee implementation of special campaigns and/or awareness events.
- Adhere to HEARTS fund development policies and procedures for maintaining and nurturing relationships.
- Travel as needed to build and maintain relationships.
- Travel to Africa at least once per year for at least 1 to 2 weeks is expected.
- Fiscally responsible with modest expenses for all travel and lodging related to HEART.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

Salary/Benefits:

- Competitive/commensurate with experience and other qualifications

Application:

- Email resume to Betsy Gunther at HEART: betsygunther@africaheart.com