



# Director of Development

<b>Revision Date:</b>	<b>8/23/2024</b>
<b>Organization:</b>	Homeless Children's Education Fund (HCEF)
<b>Location:</b>	Pittsburgh, PA
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	CEO
<b>Title(s) of Direct Reports:</b>	Individual Giving Specialist, contractors (grant writer, social media specialist)
<b>Salary Range:</b>	\$80K-\$90K
<b>Work Environment:</b>	Hybrid

## About Us

Founded in 1999 by Dr. Joseph Lagana (retired), the Homeless Children's Education Fund (HCEF) is dedicated to creating equity through education for children and youth experiencing homelessness. By partnering with students, families, and schools, we strive to eliminate barriers caused by unstable housing, offering personalized, accessible learning, advocacy for systemic change, and the cultivation of strategic partnerships. Our mission is to empower youth experiencing homelessness to thrive as productive, empowered adults.

## Position Summary

HCEF seeks a dynamic and visionary **Director of Development** to lead our comprehensive fundraising program. Reporting directly to the CEO and as a vital member of the Leadership Team, this role is pivotal in ensuring the organization's financial sustainability and growth. The Director of Development will oversee all fundraising activities, collaborate with internal and external stakeholders, and drive innovative strategies to support HCEF's vision and mission. HCEF is a volunteer-led organization with a vision to grow people and funding across the enterprise. The Director of Development will be critical in increasing volunteer leadership, engaging, and establishing new funding models that ensure the organization's sustainability.



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## KEY RESPONSIBILITIES

### Leadership and Management

- Partner with the CEO, Leadership Team, Board of Trustees' Development Committee, and development staff to design and execute the annual fundraising strategy.
- Oversee the implementation of the development plan, ensuring alignment with HCEF's goals.
- Monitor and report fundraising progress to the CEO and Board of Trustees.
- Collaborate on budgeting, revenue forecasting, and financial management.
- Lead and empower the development team, including staff and contractors, to achieve their goals.
- Evaluate fundraising outcomes and develop data-driven, donor-centric strategies.
- Support and enhance the Board's fundraising capacity and confidence.

### Fundraising Strategy and Execution

- Participate in the growth of increasing HCEF's organizational budget from \$2.5 Million to \$4 Million in the next 3 years
- Develop and implement strategies for annual giving, major gifts, corporate giving, legacy giving, and grants.
- Drive innovative fundraising events and initiatives in collaboration with the CEO.
- Cultivate relationships with individual donors, corporate partners, and foundations.
- Oversee the management of Salsa Engage and ensure efficient gift processing and data entry.

### Development and Philanthropic Communications

- Create a comprehensive communications strategy to increase awareness of HCEF's impact.
- Manage donor communications and engage team members in achieving fundraising goals.



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## QUALIFICATIONS

### Experience/Education

- Bachelors - business, marketing/communications, non-profit management, or comparable field of study
- Experience in writing and managing grants is preferred
- Proven track record of successful fundraising in a competitive environment.
- 4-5 years of senior leadership experience in development or philanthropy within nonprofit, educational, or public service sectors.
- Experience in securing major grants and cultivating high-net-worth donors.
- Familiarity with local, state, and national nonprofit and advocacy networks.
- Development committee oversight and execution
- Fundraising moves management process

### Skills

- Strong communication, relationship-building and cultivation skills
- Ability to build, grow and lead volunteer teams
- Ability to train, coach and develop staff
- Technologically savvy with proficiency in Microsoft Office Suite, Google Apps, and Salsa Engage.
- Strategic thinker with a history of adapting and leading in changing environments.
- Entrepreneurial spirit with the ability to manage multiple tasks effectively.
- Commitment to HCEF's mission and values, with a focus on diversity, equity, and inclusion.

### Physical Requirements and Work Environment:

- Ability to operate standard office equipment and use a computer for extended periods.
- Clear verbal communication in English.
- Generally, work is performed in an office setting with minimal physical demand.

### Compensation:

HCEF offers a highly competitive salary, commensurate with experience, along with a comprehensive benefits package that includes medical, dental, and vision insurance, transportation allowance, paid time off, and more.



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## **How to Apply:**

Please submit your cover letter, resume, and contact information to [ceo@homelessfund.org](mailto:ceo@homelessfund.org).

## **Equity Statement:**

At HCEF, we value diversity and are committed to creating an inclusive environment for all employees. We believe that all individuals have intrinsic value, unique gifts, and deserve respect. We encourage continuous self-examination and intentional development to strengthen our commitment to diversity, equity, and inclusion.

*This job posting highlights the key responsibilities, qualifications, and benefits for the Director of Development role at HCEF, encouraging qualified candidates to apply.*