





- Develop a plan to leverage the Executive Director, Board of Directors, volunteer leaders and staff in the identification, qualification and cultivation of strategic, high-value prospects, ensuring that all participants understand their roles and are fully briefed for meetings with prospects and donors
- Create and sustain a culture of philanthropy that ensures an optimal fit between the advancement program and HHSW programs

### **Communications & Marketing**

- Work collaboratively with program and volunteer staff to identify key message points, in articles, grant submissions, digital communications and print collateral
- Regularly communicate through social media and manage website updates

### **Publications**

- Editor for annual Honor Roll of Donors and annual appeal letters
- Produce brochures and printed materials as needed

### **SUPERVISORY RESPONSIBILITY:**

- Supervises part-time Assistant to Advancement and volunteers as needed

### **SCHEDULE:**

- This is an exempt 40 hour per week position with a regular schedule of Monday-Friday. Some weekend and evening work is expected to support HHSCW programs and events

### **QUALIFICATIONS:**

- Minimum of five years' experience in development and communications in a comprehensive non-profit fundraising program
- Ability to effectively use database systems; experience with eTapestry is preferred
- Working knowledge of advancement best practices, emerging trends, and tools and technologies to support a variety of initiatives, including digital campaigns and prospect research
- Demonstrated leadership skills and knowledge of how to motivate and mentor fundraising volunteers
- Experience with at least one capital campaign
- Excellent communications and writing skills; knowledge of social media a plus
- Bachelor's Degree Required
- Team oriented