



Hospice House & Support Care of Williamsburg (HHSCW) Position Description

CREATED: April 2019 **LAST REVISED:** September 2021
JOB TITLE: Advancement Director
REPORTS TO: Executive Director

To Apply: **Send Cover Letter and Resume attention Brandon Randall, Executive Director to hr@williamsburghospice.org**

PRIMARY FUNCTION:

Primary responsibility is to create and implement an advancement strategy to increase revenue and awareness of Hospice House & Support Care of Williamsburg in the community.

DUTIES AND RESPONSIBILITIES:

Fundraising

- Secure private and public support that will ensure funding for Hospice House programs and services.
- Build and steward relationships with potential and current donors.
- Write grants for public and private foundation/agency support.
- Ensure that gifts are used according to donor intent.
- Generate reports, manage and analyze donor reports, gifts and giving trends.
- Educate, attract, and assist donors with planned gifts.
- Oversee event fundraising, planning and volunteers.

Publications

- Editor for annual newsletter and annual appeal letters.
- Produce brochures and printed materials as needed.

SCHEDULE:

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

QUALIFICATIONS:

- Minimum of five years' experience in development, communications and volunteer relations
- Proficient with donor management software, Word, Excel and Social Media
- Excellent communications and writing skills
- Bachelor's Degree
- Multi-tasking
- Detail oriented
- Team oriented