Job Description: Full-Time Position at Evolution House Foundation (501c3)

Development Director

Overview:
We are seeking a highly motivated, self-directed, and detail-oriented individual to join Evolution House Foundation. This is a pivotal role that will help grow our organization from the ground up. The ideal candidate should be organized, proactive, and passionate about helping those in recovery.

Key Responsibilities:

1. Community Liaison:
   - Represent Evolution House at various network groups (PLA, Network Peninsula, and more).
   - Create collaborative relationships and expand community connections.
   - Develop and maintain partnerships to enhance the foundation's impact.

2. Administrative Management:
   - Executing tasks that are necessary to the operation and growth of the organization.
   - Manage required documentation and forms for the nonprofit entity.
   - Ensure compliance with all regulatory and internal requirements.

3. Grant Writing & Management:
   - Identify and apply for grants that align with the foundation’s goals.
   - Manage grant applications and ensure compliance with funding requirements.

4. Event Planning:
   - Plan and execute events focused on community engagement, alumni support, and educational outreach.
   - Coordinate logistics, guest lists, and promotional materials.

5. Fundraising & Donor Relations:
   - Develop and implement fundraising strategies.
   - Foster relationships with donors to support the foundation’s growth.
   - Oversee merchandise sales for fundraising purposes.

6. Social Media & Website Management:
   - Oversee the organization's Facebook page and other social media platforms.
   - Update the website regularly to keep stakeholders informed and engaged.
   - Utilize strong writing skills to effectively communicate the foundation’s mission.

Qualifications:
- Strong belief in the mission of helping people in recovery.
- Lived experience with recovery or familiarity with a loved one who has struggled with addiction is highly valued.
- Experience with grant writing and grant management is preferred.
- Exceptional organizational, planning, and writing skills.
- Proficiency in managing social media platforms and website content.
- Prior experience in event planning, fundraising, and nonprofit administration is a plus.

**Compensation:**
- Competitive salary based on prior experience, qualifications, and abilities.

If you're passionate about helping others, thrive in a collaborative environment, and want to contribute to meaningful change, we encourage you to apply!

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