

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title: **Director of Development**

FLSA Status: Exempt

Incumbent: **TBH**

Department: Development

Reports to: Executive Director

Date: November 2018

Location: West Side Headquarters

ORGANIZATION OVERVIEW

Iris House, incorporated in 1992, is a Harlem-based 501(c)(3) whose mission is to provide comprehensive services and advocacy for women, families, and communities infected and affected by HIV/AIDS, while simultaneously providing prevention and education services for our clients and at-risk communities. Iris House provides food and nutrition, case management, housing, psychological counseling, support groups, HIV testing and Harm Reduction services to over 6,000 clients per year. IH has over 40 full-time staff and has a budget of over \$6,000,000.

POSITION SUMMARY

Iris House is seeking a creative, results-driven Director of Development to lead fundraising for this growth-oriented organization. Reporting directly to the Executive Director and as a member of the senior management team, the Development Director oversees fund raising efforts from a variety of sources, including individuals, foundations, corporations, and events, and related activities for the organization. The Development Director will design and implement effective strategies for identification, cultivation, solicitation, and stewardship programs. S/he will direct the work of the Coordinator of External Affairs and other members of the Iris House team.

ESSENTIAL POSITION FUNCTIONS

1. Develop and oversee the implementation of strategy for soliciting and acquiring philanthropic resources from a variety of funding streams, including individuals and institutional prospects and special events special campaigns as determined by the Executive Director as well as maintaining funder relations.
2. Oversee acknowledgement process for letters, proposals, reports and other materials for solicitation and stewardship purposes.
3. Oversee private grant development and submission process; manage consultants and coordinate staff to prepare private grants.
4. Plan and execute direct marketing solicitations, developing marketing and branding tools. Oversee development of email solicitations and other marketing materials including website and newsletter materials related to marketing and public relations. Savvy and experience utilizing new and existing online mediums to inform and actively engage sizable audiences.
5. Organize and administer special events, including cultivation ticketed events, at least one of which will provide significant annual, unrestricted revenue.
6. Staff the Development Committee of the Board of Trustees, arranging meetings and preparing reports and other materials.
7. Work closely with program staff to ensure that programs are described accurately to donors in proposals, reports and other materials and that site visits and other meetings with donors run smoothly.

8. Oversee the development database and ensure that recording and reporting adhere to best practices for development management.
9. Oversee planning and implementation, including day of management and all pre-event fundraising for the annual Women as the Face of AIDS Summit.
10. Oversee creation of copy for agency website and collaborate with team members to ensure it remains updated
11. Manage Iris House's social media team.
12. Manage and work within a team oriented environment.
13. Keep abreast of information about best practices and donor trends.
14. Perform other related duties and projects as assigned by the Executive Director.

POSITION REQUIREMENTS

Education: Bachelor's degree or a combination of education and experience required.

Experience: A proven track record in meeting fundraising goals and a minimum of five years of planning and development experience within a non-profit organization required, including at least two with direct solicitation and supervisory experience. Candidate must possess excellent oral, written and interpersonal communication skills and the ability to multi-task and prioritize. Candidate must be proficient in Microsoft applications especially Microsoft Word & Microsoft Excel and have strong planning, organizational, and research skills.

Other Requirements: Strong work ethic coupled with good organization skills and a team oriented approach to management. Ability to work independently and manage time effectively.

CONTACTS

Internal: Frequent contact with Iris House staff members.

External: Potential funders.

INTERESTED CANDIDATES PLEASE SEND COVER LETTER AND RESUME TO:

Michael Smirlock, Director of Human Resources, msmirlock@irishouse.org