



Development Director – Job Description (Full-time)

Background

Founded in 1971, Hear Indiana creates equal opportunities for children with hearing loss through Listening and Spoken Language. We envision a day when deaf and hard of hearing children will achieve their aspirations and thrive in their communities. The current budget is \$1.5 million, and Hear Indiana has seven full-time employees and two part-time employees.

Strategic Focus

Since its inception, Hear Indiana has supported families of children who are deaf and hard of hearing. This organization has provided family support, advocacy services, a camp, and listening and spoken language education conference for over three decades. In 2014, we partnered with Easterseals Crossroads to open the Speech and Hearing Resource Center, a one-stop shop for audiology services, speech therapy, and parent education. Hear Indiana is considering plans for future expansion and private philanthropy will be a crucial aspect of that potential growth.

Job Summary

Reporting to, and in partnership with, the executive director, the development director will spearhead development efforts as Hear Indiana continues to grow.

The development director leads all development activities, major fundraising activities and special projects, by performing the following duties: managing the annual fund, coordinating ongoing fundraising, leading special campaigns/events, boosting planned giving and major gifts, maintaining the database, enhancing public relations, improving volunteer management, and grant writing.

The development director manages two additional staff members, and works with this team to improve fundraising (as well as marketing/communications/outreach initiatives of the organization).

The development director participates in strategic planning and other initiatives as requested to strengthen the organization. S/he works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Responsibilities of the Development Director

- Fundraising – Develops and executes the fund development plan. Strategizes and orchestrates the annual fund. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of funding and increase major gifts, planned giving, and private donations. Leads special campaigns. Solicits donations and sponsorships for special events (e.g., Run for Sound). Cultivates donors by producing specialized correspondence, preparing letters of acknowledgment, scheduling and attending in-person visits (with and without the executive director). Researches, writes, and manages grants and subsequent reports.
- Management - Manages a full-time communications coordinator and a part-time development associate. Remains dedicated to personal professional development through trade organization networks. Analyzes trends, identifies opportunities and challenges, and develops strategies to ensure goals are met.
- Database and records – Oversees the maintenance of CRM software of contributors and grants. Maintain security and privacy of donors. Generate reports as needed. Manage related vendors and corporate donors.
- Public relations – Hires and oversees a communication coordinator. Creates communications and newsletter content and PowerPoint presentations. Schedules events with targeted groups of influential community members, and may assist the executive director with government relations on a state level.
- Volunteer management - Coordinates and manages volunteers for selected projects/ programs. Works closely with the board of directors on fulfilling the strategic vision of the organization.
- Financial reporting – Maintains accurate database of all unrestricted income and its sources. Interfaces with management team and board to fulfill information requests.
- Note: This is a nonprofit with less than ten staff members. Each staff person wears multiple hats, therefore, other duties as needed/assigned.

Qualifications

Required:

- Bachelor's degree.
- Nonprofit fundraising experience.
- Excellent interpersonal skills and the ability to produce engaging presentations.
- Strong English communication skills, both oral and written.
- Computer literate and experience with fundraising databases.

Preferred:

- Master's degree and CFRE.
- Experience with a successful major gifts campaign or initiative.
- Five or more years of fundraising experience.

Competencies

Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities.

Behave Ethically: Understand ethical behavior and business practices. Ensure his/her own behavior, and the behavior of others, are consistent with the standards and guidelines set forth by the Association of Fundraising Professionals and the National Association of Charitable Gift Planners.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.

Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Compensation commensurate with experience. A \$3,000 annual wellness bonus is offered to all full-time employees. Some night/weekend hours are required during special events and board meetings. Limited travel is occasionally required.

Please send cover letter, resume, and responses to screening questions to jobs@hearindiana.org. Thank you!

Development Director

Candidate Screening Questions:

- 1) You are applying to work for a smaller nonprofit, where all employees wear multiple hats. While utilizing technology is not the most important part of this job, we are interested in knowing how much on the job training you'll need to use these software programs successfully. Please rank your proficiency with the following software from 1 = have never used, 5 is proficient and 10 = Expert:
 - Word
 - Excel
 - PowerPoint
 - Design software (e.g., Publisher, Adobe Illustrator). If experience, which ones:

 - Website Content Management Systems (CMS). If experience, which ones: _____
 - Constituent Relationship Management (CRM) databases. If experience, which ones: _____
- 2) In your last development position, how much did you raise annually through private donations? Through grants? Through special events/fundraisers? How many people did you have on the development staff?
- 3) Sometimes a supervisor's/team leader's evaluation of our performance differs from our own. When has this happened to you? What did you do about it?
- 4) Tell me about a time when you had to work with a challenging donor. What happened and how did you handle it?
- 5) Describe the most stressful interaction you've had with your supervisor or a peer/team member. How did you respond?
- 6) What three words would your coworkers use to describe you?
- 7) Do you have a personal connection to hearing loss? If yes, please elaborate about how you feel about our mission.
- 8) Why are you looking for a new position at this time?
- 9) What experience or qualities do you feel make you a uniquely qualified match for this position?