



Development Director

Hours: Full-time / 40 hours per week

FLSA Status: Exempt

Job Summary

Inspired by Jesus' work among the poor, the outcast and the disenfranchised, New Horizons' mission is to partner with homeless youth as they journey toward a sustainable future. We are looking for an experienced and highly motivated professional to lead our development team as we take our donor engagement to the next level. This position will be ideal for someone who is interested in expanding the donor relations, legacy planning, and organization and church engagement of a growing organization. Applicants should be as enthusiastic about donor engagement and storytelling as they are about the systems that support the logistics of development work.

Qualified applicants from all cultures and communities are encouraged to apply.

Primary Responsibilities

- Design and execute New Horizons' development strategy in partnership with Executive Director, outlining income, sources, goals, and strategy for fundraising needs
- Supervise development staff
- Develop and maintain ongoing relationships with current and potential major donors
- Research and secure financial support from individuals, foundations, and corporations
- Church Relations
 - Manage relationships with churches, informing congregations of current needs and opportunities to serve
 - Work with others to establish new church partnerships around the region
- Oversee grant management in partnership with contracted grant writer
- Develop and oversee event strategy
- In partnership with the Executive Director and Finance Manager, create annual budget proposal and funding plan

Knowledge, Skills & Abilities

- Proven experience directing non-profit development operations
 - Entrepreneurial spirit
 - Ability to connect with individual donors and organizations
 - Excellent written and verbal communication as well as customer service skills
 - High level of organization and attention to detail
 - Well-developed personnel management skills
 - Ability to respond well to guidance and work well independently
 - Proficiency in Microsoft Office and donor database programs
 - An ability to think creatively and handle multiple tasks at once
 - Must be highly collegial and team-oriented
 - At least 3 years of non-profit development experience preferred
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- A growing personal commitment to Jesus Christ, community and God's work in the world

Essential Physical Job Functions

- Frequent computer usage
- Frequent, continual, intermittent flexing or rotation of the wrist(s) and spine
- Constant receiving detailed information through oral communication.
- Constant talking, expressing or exchanging ideas by means of the spoken word

Salary: \$50,000-\$65,000 DOE

Submit cover letter and resume at nhmin.org/careers

