



## Director of Development - Spring 2021

*The Community House seeks letters of interest and resumes for dynamic candidates interested in the position of Director of Development (30-40 hours per week)*



### **About The Community House**

For 100 years, The Community House (TCH) has promoted the arts, enrichment and unity in Hamilton, Wenham and the greater North Shore. TCH's mission is anchored by three flagship program areas: The Kids Community @ 284 (an after-school program), Stage 284 (a community theater program), and special community events (Community Block Party, Santa in the Park, Sunday Concerts in Patton Park, etc).

To learn more about TCH programs and events, please visit our website:

[www.communityhouse.org](http://www.communityhouse.org)

### **About the Position**

The Director of Development (DOD) reports to the Executive Director, serves as a senior leadership member of the TCH administrative team, and supervises two positions: Director of Community Engagement and Director of Marketing. The DOD strengthens the overall fundraising position of TCH through a comprehensive development and communications program focused on impact, growth, and stewardship.

TCH's Director of Development will lead and sustain a growing annual fund, sponsorship and major gifts campaigns and play a key role in the current Centennial Campaign and a future capital campaign. Additionally, the DOD fosters a strong culture of philanthropy through a stewardship program in which new and existing relationships with donors are a top priority.

### **Key Responsibilities:**

#### **Management/Leadership**

- Provide oversight, direction and hands-on leadership to TCH's development program
- Develop TCH's annual development goals and implements a plan to achieve each goal
- Establish high standards for performance and improvement for the organization's overall fundraising operations
- Support and provide direct supervision to TCH's marketing and community engagement team members
- Provide training and coaching for staff and Board of Directors on best practices in fundraising
- Increase board participation and engagement in TCH fundraising
- Participate in monthly administrative team meetings
- Review all applications and make recommendations for distributing TCH's financial assistance funds
- Other duties and assignments as determined by the Executive Director and Board of Directors

## Fundraising

- Collaborates with Board Chairs for Annual Fund, Sponsorship, and Fundraising Events to develop strategy and goals that work in coordination with TCH's overall development goals
- Participate on all fundraising committees (AF, Sponsorship, Rock the Block, Harvest Dinner, Golf and 100th anniversary)
- Develop and manage TCH's annual fundraising budget
- Promote long-term endowment, planned giving and bequest opportunities
- Support the development and execution of the 100th anniversary campaign and future capital campaign
- Provide oversight and direction to the Director of Community Engagement on grant proposals and research
- Oversee the design and messaging of all marketing materials relevant to TCH fundraising
- Perform ongoing research for identifying new prospects including individuals, foundations, small businesses, corporations, and more
- Develop and maintain a donor stewardship program
- Organize and maintain confidential databases and files, including prospect/donor information and giving history
- Facilitate interviews with TCH board members to garner their commitment(s) for annual giving

## Key Qualifications

1. 5 or more years of experience in non-profit development with a successful track record in building relationships and major gifts
2. Capacity to lead a development team that includes all aspects of fundraising
3. Strong interpersonal skills, including both written and verbal communication skills
4. Consistent positive attitude, outgoing
5. An appreciation for community building
6. Self-starter and willing to learn and adapt to new trends and tools
7. Accepts feedback, open minded and optimistic
8. Innovative-willing to make suggestions for improvements and efficiencies
9. Strong skills and experience in MS software (Word, Excel, Outlook), Google services (Google docs, forms) and constituent databases (Salesforce or equivalent)

TCH is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Please email cover letter and resume to:  
[melissa@communityhouse.org](mailto:melissa@communityhouse.org)

