



**Job Title:**

Senior Fund Development Officer

**Reports to:**

President and CEO

**FLSA:**

Full-time/Exempt

**Roles and Responsibilities**

To support the fundraising, financial development and execution strategies for the Hill CDC along with providing leadership on the grant creation, management, administration, fundraising event planning, and related strategic communication efforts for the organization. The position will also ensure that both philanthropic and individual strategies are leveraged along with building effective corporate and foundation relationships. The successful candidate must possess superb written and verbal communication skills. The ideal candidate is exceptionally organized with the ability to multitask, prioritize, and work in a fast-paced environment.

*Operations and Financial:*

- Lead in executing long-term fundraising strategy including all potential revenue streams (grant writing, campaigns, corporate and individual donations, events);
- Communicate and coordinate with key contacts at existing and potential funding sources to supply needed documentation according to established parameters for reporting and deadlines for grants;
- Coordinate internal resources to obtain information, produce compelling cases for support and grant proposals;
- Lead efforts to maintain current and develop new foundation, corporate and organizational donor relationships;
- Perform research and audience analysis, preparing and sending asks and thank you letters, handling follow-up communication, preparing reports, etc.;
- Implement necessary technical solutions to promote, manage and maximize fund development potential for the organization, locally and nationally;
- Research and write grants, grant follow-up and close-out reports;
- Administer existing grants including those from public, private and corporate sources;
- Lead in creating an entrepreneurial and philanthropic culture with the staff and Board of Directors;
- Develop and lead fund raising efforts on key organizational projects which are diverse in nature ranging from art, culture (ie New Granada Theater), entrepreneurship and

- community development;
- Support the development and maintenance of an effective donor management system;
- Maintain various databases to assure high-level accuracy and expeditious access to data;
- Promptly escalate urgent matters to the President & CEO for action and resolution;
- Perform other duties as assigned.

#### *Strategic Communications and Events:*

- Responsible for creating and stewarding partnerships, programs, and initiatives to aid in the elevation of the profile of the Hill CDC and Hill District communally, locally and nationally;
- Lead in the creation and management of fundraising events;
- Lead in the creation of strategic communication materials that aid in fund development efforts;
- Work with internal and external team members to position the Hill CDC and its work for maximum investment.

#### **Qualifications**

- Bachelor of Science degree in business or related field. Masters degree preferred. Candidates with commensurate experience and proven results will be considered.
- Superior written and verbal communication skills are essential
- Proven discernment in knowing who to include in critical asks with key foundation, corporate and political audiences
- Results-oriented, highly organized, efficient and self-reliant
- Three to five years experience with fundraising software and database management
- Proficiency in Excel, Word, PowerPoint, Outlook and donor database software
- Excellent attention to detail
- Coachable; demonstrates use of lessons learned
- Ability to multi-task and work in fast-paced environments
- Highly responsive
- Positive, professional, and amicable demeanor
- Strong problem-solving skills & good judgment
- Ability to work well independently and with other team members
- Ability to interact with diverse groups of people such as community residents, elected officials, business executives, foundation representatives etc.

#### **Office Hours**

- Maintain formal office hours for the Hill Community Development Corporation.
- This position will require evening work and occasional weekends as required for meeting and events, etc.

#### **Physical Requirements of the Job**

- Ability to operate computer and other equipment in the office
- Must have sufficient mobility to move around office and to interact with the community; must be able to move or lift objects of no more than 25 lbs.
- Some travel with most of it in the local area

### **Work Environment**

- Non-Smoking Work Environment
- Business Casual / Professional Dress
- Valid PA Driver's License and Personal Transportation Needed

### **Compensation**

- Paid twice monthly
- Compensation is commensurate with experience

### **To Apply**

Interested applicants should send a resume and cover letter to [apply@hilldistrict.org](mailto:apply@hilldistrict.org). Submissions should include all relevant experience and salary expectations.

The Hill CDC is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.