



**Job Title:** Senior Director of Development

**Organization:** High Hopes, Inc.

**Location:** 301 High Hopes Court, Franklin, TN 37064

**Reports To:** Executive Director

**Job Summary:**

High Hopes, Inc., a nonprofit preschool and pediatric therapy clinic, seeks a dynamic and experienced Senior Director of Development to lead our comprehensive fundraising efforts. As a key leadership position, the Senior Director of Development drives all strategic development initiatives across the organization. This role involves directly leading major gifts and donor engagement efforts, fostering community and corporate relations, capital funding, and strategic communications. This role will specifically identify, cultivate, and foster high-net-worth donors. In partnership with the director of development, this role supports the cultivation of additional donors, grant management opportunities, events and sponsorships, and marketing strategies. The Senior Director of Development will work closely with the Director of Development, Executive Director, and Board of Directors to ensure High Hopes' financial growth and sustainability.

**Responsibilities:**

- **Leadership & Strategy:**
  - Lead the comprehensive planning, implementation, and management of all fundraising and development activities.
  - Develop and execute annual plans to increase revenue above organizational goals and national standards.
  - Oversee the development team, including the Director of Development, Marketing Coordinator, and Office Manager, providing strategic leadership, mentorship, and guidance.
- **Donor Management:**
  - Manage a portfolio of top-tier, high-capacity donors, developing and executing strategies to cultivate, solicit, and steward major and potential donors.
  - Develop a strategy for each donor relationship, including donor's giving capacity, appropriate financial asks, and invitations to partner.

- Partner with the Director of Development, Executive Director, and Board of Directors to engage and solicit major donors.
- Establish and manage a donor pipeline, utilizing MOVES management to effectively move donors through the pipeline.
- Identify, solicit, cultivate, and steward a base of well-informed and highly engaged donors, with specific strategies for each donor to include in-person, phone, email, and other avenues of contact.
- **Fundraising & Campaigns:**
  - Implement operational fundraising strategies.
  - In collaboration with the Board of Directors, lead capital campaign initiative.
  - Create a legacy giving program.
  - Lead efforts to secure corporate and foundation sponsorships.
  - Support and enhance fundraising initiatives, exploring endowment opportunities, legacy giving, and other revenue streams.
- **Reporting & Analysis:**
  - Track, analyze, and report on fundraising progress using established metrics, identify opportunities, and transparently share challenges with the Board of Directors.
  - Develop and refine fundraising strategies to address identified needs and challenges.
- **Community Engagement:**
  - Serve as the organization's face at events and within the community, building and maintaining strong relationships.
  - Explore and leverage opportunities to increase visibility and engagement with High Hopes.

### **Demonstrated Competencies:**

- Exceptional organizational skills with the ability to multitask and prioritize effectively.
- Strong analytical and strategic planning abilities.
- Proven capacity to work both independently and collaboratively.
- Excellent public speaking, written, and interpersonal communication skills.
- Attention to detail and accuracy in all aspects of work.
- Ability to perform under pressure and meet multiple deadlines.
- Skilled in problem-solving and managing complex situations.
- Proficient in donor and grant management software.
- Ability to work with individuals across various capacities, both within and outside the organization.

**Qualifications:**

- Minimum 10-15 years of progressively responsible development experience in a nonprofit setting.
- Bachelor's degree required, preferably in business, marketing, communications, or nonprofit management. Master's degree and CFRE certification preferred.
- Demonstrated ability to ask for and close gifts of \$25k+.

**Application Instructions:**

This job description outlines the key responsibilities and expectations for High Hopes, Inc.'s Senior Director of Development position. We seek an experienced and passionate leader to join our team, further build on the progress, and generate greater momentum, leading High Hopes forward.

Interested candidates should submit a cover letter and resume to Allen Long, executive director. High Hopes, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.