

Development Director

The Prospect Hill Community Foundation, a 501c3 nonprofit is looking to hire a part-time Development Director to submit proposals and grants on behalf of the organization in a thoughtful, organized and compelling manner.

This proactive individual is tasked with conveying the Prospect Hill Community Foundation story both to established partners and with new revenue sources. They will be responsible for managing multiple grant submissions and ensuring there is a continuous flow of new opportunities.

RESPONSIBILITIES:

- Identify funding opportunities including federal, state, and local grants, institution or company grants, individual donations, or other funding initiatives.
- Obtain and complete grant proposals in a timely manner, meet grant submission deadlines, and accurately represent and communicate the organization's financial needs and program information.
- Develop and maintain a database of all existing donors.
- Identify, research, cultivate and develop relationships with prospective new donors.
- Serve as a representative of the Foundation's work and mission with current and potential donors
- Report to the Board of Directors on a monthly basis (or more frequently as requested by any Board member) the status of all fundraising initiatives and areas of support needed from the Board to fulfill this role's responsibilities.
- Provide information and assistance to Board members in developing financial reports and statements, including IRS filings or other regulatory submissions required of the Client.
- Collaboratively partner with any additional development contractor(s) as needed.
- Other duties as agreed upon by both this position and the organization.

REQUIRED SKILLS:

- Excellent communication skills, both written and oral, specifically able to create articulate and persuasive proposals.
- A successful track record of identifying and securing funding for an organization.
- A positive attitude and passion for the Prospect Hill Foundation mission.
- Strong organizational and time management skills
- Attention to detail

QUALIFICATIONS:

- Minimum of 2 years' experience with grant writing or equivalent experience.
- Previous experience with non-profit fundraising
- Previous work experience with low-income housing community organization a plus, but not a requirement..

ABOUT US: The [Prospect Hill Community Foundation](#) provides free academic enrichment and professional development programs to the residents of Prospect Hill Terrace. Programming is largely operated inside and around the Community Center, a renovated apartment building located centrally in the community. The Prospect Hill Terrace is home to more than 140 families that have free access to our unique programming, created to directly serve the needs of community members.

JOB TYPE: Part-Time

COMPENSATION: \$35.00 per hour; 5 hours/week. 3% commission on new money.

TO APPLY: Interested individuals should submit a resume and cover letter to prospecthillcf@gmail.com with "Application for Development Director" in subject line.