



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

20 Stanwix Street, 9th Floor, Pittsburgh, PA 15222

Tel: 412.434.1335 * Fax: 412.281.5925 * Email: towens@deweykaye.com

**DIRECTOR OF DEVELOPMENT
HILL HOUSE ASSOCIATION, PITTSBURGH, PA**



PERFORMANCE PROFILE

Few independent nonprofit organizations have the history, track record and impact that the Hill House Association has had of improving lives and impacting futures of the Hill District's residents. A long history and tradition of servant leadership, trust in the community, accountability and integrity characterize the leadership and staff of the organization. We're seeking a professional fundraiser who has a demonstrated history of raising philanthropic monies from various constituents, including individuals, corporations and foundations. The Director of Development is a new leadership role with the organization and will have the opportunity to lead through many issues of community and historic significance that will have a long lasting impact on the Hill District neighborhood, and beyond.

BACKGROUND

The Hill House Association (Hill House) was founded more than four decades ago as a comprehensive community service provider and facilitator that meets the needs of Hill District residents and diverse constituents in the Greater Pittsburgh region. It was the first agency in one of the City's African-American communities to co-locate health, welfare, recreation, and community programs. Its multi-service model remains unique to this day, providing services to community residents from six weeks old to those over one hundred. Since the founding of the organization it has grown its size, complexity, impact and community leadership role. Today the organization has completed the Generations Ahead Capital Campaign designed to bolster the facilities in which its programs are delivered, as well as stabilize the organization's future with endowed funds.

Looking ahead, Hill House's vision is to offer high-quality programs and services for our clients, making Hill House Association a model agency that inspires and informs other community-based organizations throughout the nation. With diversified funding and a solid financial base, we foster innovative thinking in response to unmet community needs while maintaining safe, accessible, and inviting facilities. This vision is carried out through the following vital programs:

- Early learning and child development
- Youth services
- Family and workforce development
- Senior services and neighborhood services
- Complementary health and human services to its clients through 10 tenant agencies that reside on the Hill House campus

Hill House and its employees represent a values-driven organization. The values that guide their work are Integrity, Innovation, Openness, Accountability, Fiscal Responsibility, a Focus on African Americans, and Collaboration.

Hill House has a \$6.4M annual operating budget, a strong senior leadership team, an engaged Board of Directors, and a staff of more than 100 full-time employees. The position of Director of Development is a new leadership role in the organization and will report directly to the President and CEO.

Additional information on Hill House can be found by visiting <http://www.hillhouse.org/>

POSITION OVERVIEW

The Director of Development is responsible for all fundraising of the organization. This position reports to the President and CEO, and works closely with an active Board of Directors and committed staff. The Director of Development is specifically or indirectly responsible for the following:

Planning and Development

- Work with the President and CEO to create and implement an annual development strategy and plan for operating support and capital projects that includes specific dollar goals for each targeted area of funding: foundations, corporations, individuals and government.
- Lead and manage the Hill House's effort to build its base of individual donors to 50% of the agency's revenue stream by December 31, 2014.

Cultivation and Solicitation

- Write grant proposals and fulfill grant report requests for corporate, foundation and government funders.
- Work cooperatively with the President and CEO to plan and implement special project/campaign fundraising. Identify and develop sponsorship and naming opportunities.
- Create a plan and timeline for Hill House President and CEO to cultivate major gifts on an annual basis. Build on relationships and goodwill created by the recent Capital Campaign.
- Cultivate and nurture relationships with current and potential corporate & foundation supporters. Write grant proposals and reports to foundations and corporations.
- Launch an inaugural and sustainable annual giving program. Develop and grow individual donor base. Secure operating support from individuals, foundations, and corporations. The annual goal for fundraising is \$600K.
- Develop and implement a plan for donor recognition and ongoing stewardship of major donors and foundations.
- Work in partnership with Hill House Communications Manager in raising dollars for Hill House events and programs.

Management

- Develop office systems to support development and maintain confidential donor records.
- Launch effective and sustainable practices for the use of Raiser's Edge contact management software.

Reporting

- Prepare reports for the President and CEO, and the Board related to fund-raising progress and action steps.
- Develop annual report for Hill House funders that highlight Hill House yearly milestones and accomplishments. The annual report will be compatible in design to Hill House's existing marketing materials.

PERFORMANCE OBJECTIVES

Create a Comprehensive Development Plan. During the first 60 days, create an energetic Development Plan that utilizes performance metrics. The plan is to be a well-rounded funding plan to include an annual campaign, individual and major gift cultivation, corporate partnerships and foundation relations. Present the plan to the President and CEO and the Board of Directors. Execute the plan.

Identify, Cultivate, Solicit and Acknowledge Participation in the Mission. Follow up with all donors and gifts committed to the recent Capital Campaign. Identify new relationships including donors, volunteers, businesses and others that may benefit from the services of Hill House Association. Fully use contact management with Raiser's Edge. Implement development best practices with the research, solicitation and acknowledgement of gifts from individuals, groups, corporations and foundations.

Establish and Sustain Internal and External Relationships. Manage relationships professionally. Seek out opportunities to share and disseminate information internally and externally as appropriate. The Director of Development must have excellent verbal and electronic communication ability.

Administer Policies and Procedures. Manage the budget. Review and create departmental guidelines as needed. Perform organizational functions as required. Seek opportunities to become involved in the mission-centered programs of Hill House Association.

Participate in Agency Planning. Offer creative insight to the short and long term planning of the overall organization.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate has a blend of the following:

- Bachelor's degree required, advanced degree preferred.
- Substantial prior successful experience with development, fundraising, sales or marketing.
- Prior demonstrated successful experience with sales growth and business development, or identifying and securing private and public funding through fundraising and government/community relations.
- A demonstrated passion for the region; and for providing quality services to the African American community.
- A competent and natural external leader who can convey confidence, build relationships and represent the Hill House in the community.
- Personal values which are consistent with Hill House's values.
- Strong financial acumen, management ability, and an ethical servant leader approach to your work.
- Integrity beyond reproach, with follow through on your commitments.
- Strong interpersonal skills, including the ability to build relationship with diverse populations.
- Excellent communication skills, including verbal, written and public speaking.

COMPENSATION

This position offers an attractive compensation and benefits package, consistent with that of agencies similar in size, scope, scale and geographic location.

TO APPLY

Individuals wishing to discretely discuss this role may contact Michelle Pagano Heck, Dewey & Kaye, 412.434.1335 or mheck@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Director of Development, Hill House Association (#173-MH687)**.

If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.

Hill House Association is an Equal Opportunity Employer.