



Operation HOPE-North County serves as an initial and temporary measure for families with children or single women who are already experiencing homelessness or are in imminent danger of becoming homeless. We are committed to offering a safe, caring, and supportive environment to families with children and single women who are experiencing homelessness as they rebuild their lives and reclaim independence.

About the Director of Resource Development

The Director of Resource Development is responsible for managing fundraising and donor outreach which may include major gifts, corporate donations, grant solicitation, and in-kind resources. Duties include planning fund development activities, managing the fund development budget, and positively promoting the organization. The Director of Resource Development is an expert fundraiser and relationship builder.

Responsibilities

- Collaborate with the Executive Director to create a fund development plan and budget to increase revenues to support the organization's goals.
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Build relationships with community stakeholders to advance the mission of the organization.
- Oversee the planning and execution of special fundraising events; engage volunteers for special fund development projects.
- Assist in the preparation and submission of grant applications.
- Review all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor expenses and analyze budget reports on fund development; recommend changes as necessary.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Responsible for the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts
- Prepare monthly, quarterly, and annual fundraising reports.
- Assist with special projects as requested.
- Perform work duties in accordance with company safety policies and procedures; ensure fundraising events follow safety protocols.
- Represent Operation Hope-North County's values on a daily basis.

Experience/Education

- Bachelor's degree in Business, Marketing, or equivalent experience.
- Minimum of 2 years of experience in development and fundraising for nonprofits.
- Proficiency with Adobe, Google Docs, and Microsoft Office.
- QuickBooks experience preferred.
- Donor database experience preferred.



This is a fantastic opportunity for non-profit leader looking to make a real difference in the San Diego community! Apply now to join our team! We are an equal opportunity employer.

Salary/Exempt
\$67,000-\$70,000