



Star of Hope Activity Center, Inc.

Job Description Development Director

Statement of Purpose:

Supporting the Mission, Vision, and Values of the Star of Hope by empowering People of Diverse Abilities; Envisioning growth, Opportunity and Promoting Independence for all People; Valuing Dignity, Equality, Integrity, Inclusion, Choice and Empowerment.

Job Summary:

As a Development Director for Star of Hope, you play a vital role in fostering goodwill, trust, and collaboration between the organization and the community it serves. Your efforts contribute to the long-term success and positive reputation of the company.

Responsible To: Executive Director and/or Director of Operations

Qualifications:

1. Bachelor's degree in Communications, Nonprofit Management, Marketing, or related field. Relevant experience is always considered in lieu of formal education.
2. Minimum 3–5 years of experience in nonprofit development, fundraising, or public relations.
3. Proven track record of meeting fundraising goals and building donor relationships.
4. Proficient in donor database software
5. Commitment to the mission and values of Star of Hope.
6. Successfully pass a criminal background check upon hire and a re-check every two years.
7. Possess a valid Oregon driver's license and pass a driving record screening.
8. Successful completion and submission of all required assurances and tests within the time frames noted in the "Personnel Records" section of the SOH Employee Handbook.

Essential Skills:

1. Dynamic and creative Leader
2. Excellent interpersonal skills
3. Exceptional planning and organizational skills
4. Outstanding writing skills
5. Effective problem-solving skills
6. Able to work with minimal supervision
7. Work well with a variety of personalities
8. Show initiative, desire, and ability to learn more and take on more responsibility.

Essential Functions and Duties:

Development & Fundraising

- Design and execute a comprehensive annual fundraising plan, including major gifts, planned giving, grants, events, and appeals.
- Identify, cultivate, solicit, and steward donors at all levels, including individuals, corporations, and foundations.
- Manage donor database and CRM software to ensure accurate recordkeeping and timely communications.
- Oversee the preparation of grant applications and funding proposals in coordination with program and finance staff.

Community Relations & Outreach

- Serve as the agency's primary community liaison, building relationships with civic groups, businesses, schools, and local leaders.
- Represent the organization at public events, community forums, and partnership meetings.
- Coordinate outreach efforts to increase awareness of the agency's mission and services.

Marketing & Communications

- Develop and manage internal and external communications, including newsletters, press releases, social media, and promotional materials.
- Maintain and update website content and digital presence.
- Work with leadership to ensure consistent brand messaging and storytelling.

Special Events

- Plan and execute fundraising and community engagement events (e.g., donor receptions, galas, awareness campaigns, annual fundraisers, festivals).
- Coordinate logistics, sponsorships, volunteer involvement, and follow-up activities.

I certify that I have read and understand the description of my job as stated.

Employee

Date

This job description has been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to this position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. The Executive Director as deemed appropriate may assign additional functions and requirements. The Star of Hope Activity Center, Inc. is an Equal Opportunity Employer.