

# **IRIS HOUSE, INC.**

## **POSITION DESCRIPTION**

Position Title: <b>Director of Development</b>	FLSA Status: Exempt
Incumbent: <b>TBH</b>	Department: Development
Reports to: Executive Director	Date: December 2023
Location: West Side Headquarters	Salary: 100,000-\$110,000

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### **ORGANIZATION OVERVIEW**

Iris House, incorporated in 1992, is a Harlem-based 501(c)(3) organization whose mission is to provide comprehensive services and advocacy for women, families, and communities infected and affected by HIV/AIDS, while simultaneously providing prevention and education services for our clients and at-risk communities. Iris House provides food and nutrition services, case management, housing, psychological counseling, support groups, HIV testing and Harm Reduction services to over 8,000 clients per year. Iris House has over 50 full-time staff and has a budget of over \$10,000,000.

### **POSITION SUMMARY**

Iris House seeks a strategic, results-driven Director of Development to lead fundraising for this growth-oriented organization. Reporting directly to the Executive Director and as a member of the senior management team, the Development Director will oversee fundraising from a variety of sources, including foundations, corporations, government agencies, individuals, and events. The Director of Development will design and implement effective strategies for identification, cultivation, solicitation, and stewardship programs. S/he will direct the work of the Coordinator of External Affairs and other members of the Iris House team.

### **ESSENTIAL POSITION FUNCTIONS**

Develop short- and long-term strategies that emphasize a diverse funding portfolio while overseeing the solicitation and acquisition of philanthropic resources from multiple funding streams, including foundations, corporations, government agencies, individuals, and special events.

Produce cultivation, solicitation, and stewardship communications to donors, prospective donors and other Iris House constituencies. This includes proposals, appeal letters, newsletters, email solicitations, website content, and other online mediums. Additionally, this includes oversight of the acknowledgement process for all donations and grants (e.g., thank-you letters, reports, and other stewardship materials).

Lead the institutional giving program by developing relationships with program officers and corporate representatives, tracking foundation submissions and deadlines, identifying potential funders, and reporting to current funders.

Identify potential individual donors and oversee cultivation and solicitation efforts, including supporting the Executive Director's outreach to major donor prospects.

Liaise with Board of Advisors on issues related to development. Also prepare fundraising reports and individualized "give/get" reports for Board members.

Work closely with program staff to ensure that programs are described accurately to donors in proposals, reports and other materials and that site visits and other meetings with donors run smoothly.

Supervise development staff and oversee the development database and ensure that recording and reporting adhere to best practices.

Oversee planning and implementation of major events, including the annual Women as the Face of AIDS Summit. Also oversee smaller events, such as donor cultivation events.

Manage Iris House's social media outreach and create copy for Iris House website and collaborate with team members to ensure it remains updated.

Write and submit proposals to private funding opportunities and assist as part of government grant writing team as needed, including creation of budgets and program plans

Work with a variety of vendors, including graphic designers, venues, printers, photographers, etc.

Perform other related duties and projects as assigned by the Executive Director.

## **POSITION REQUIREMENTS**

**Education:** Bachelor's degree or a combination of education and experience required.

**Experience:** At least 5 years of development experience within a non-profit organization required, including at least two years focused on acquiring grants from foundations and corporations. Direct solicitation and supervisory experience preferred. Candidate must possess excellent oral, written and interpersonal communication skills and the ability to multi-task and prioritize. Candidate must have significant donor database experience and be proficient in Microsoft applications (especially Microsoft Word & Microsoft Excel). S/he must also have strong planning, organizational, and research skills.

**Other Requirements:** Strong work ethic coupled with good organization skills and a team-oriented approach to management. Ability to work independently and manage time effectively.

## **CONTACTS**

**Internal:** Frequent contact with Iris House staff members.

**External:** Potential funders, including individuals, program officers, corporate representatives, among others.

## **SALARY AND BENEFITS**

Salary range is \$100,000- \$110,000; the agency negotiates actual salaries with final candidates based on their exact location, experience in similar roles and expertise related to qualifications. Compensation includes a very competitive benefits package.

## **INTERESTED AND QUALIFIED CANDIDATES PLEASE SEND COVER LETTER AND RESUME TO HUMANRESOURCES@IRISHOUSE.ORG**

## **OTHER**

- This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
- Management reserves the right to change, assign or reassign job duties and hours as needed prevail. This document is for management communication only and not intended to imply contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
- I understand that Iris House, Inc. is an "at-will" employer.

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Employee Signature

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Date