



POSITION: DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS PITTSBURGH, PA

SALARY: \$\$85,000 – 90,000.00

STATUS: FULL TIME

ABOUT THE HEAR FOUNDATION

The Hear Foundation (hearfoundation.com), a new and growing organization, is the first and only nonprofit in Pittsburgh dedicated exclusively to collaborating with community leaders, Pittsburgh Police, residents, and the City to create a safe, thriving community for all. The Hear Foundation's mission is to convene, fund, and implement initiatives that build police and resident relationships and strengthen Pittsburgh's neighborhoods.

BRIEF DESCRIPTION:

The Director of Development and Communications is responsible for planning, organizing, and directing all of The Hear Foundation's (Foundation) fundraising activities, including the major gifts program, annual fund, corporate sponsorship, and special events. The Director of Development and Communications will oversee all marketing, social media platforms and communication efforts on behalf of the Foundation to raise awareness and build community support.

MISSION-BASED QUALIFICATIONS:

- Works with diverse audiences including law enforcement, grassroots community groups, government and corporate entities to deliver on the mission and identify opportunities for the Foundation to participate, invest, or lead activities and initiatives to create safety and build relationships between police and community.
- Develops meaningful, authentic, and credible working relationships locally and nationally with community leaders and law enforcement.

DEVELOPMENT AND COMMUNICATIONS QUALIFICATIONS:

- Collaborates with the CEO to create and implement annual strategic plans and strategies to increase the overall revenue stream for capital, programming, and operating funds
- Plans, organizes, directs, and implements a major endowment campaign
- Collaborates with the CEO to identify and cultivate relationships with prospects and their financial advisors to solicit major gifts
- Designs and directs donor stewardship and cultivation events and fundraising strategies to support these events
- Works closely with the CEO and other staff, board of directors, and community stakeholders to plan

- and implement all fundraising programs and objectives
- Collaborates with the CEO and the board development committee to engage them and leverage their expertise, relationships, etc. in all advancement efforts
 - Works closely with the finance consultant to ensure timely and accurate financial transactions and gift instruments for donors, assuring donor intent in grant distribution
 - Develops and implements a tracking procedure to track proposals, grants, and reporting to ensure timely deliverables
 - Works closely with the CEO and other staff in the development and implementation of organization wide budgets, policies, and programs that will contribute to the organization's success ➤ Designs, creates, and distributes annual appeal pieces and the annual report
 - Manages and tracks progress toward advancement goals
 - Designs, creates, and distributes multiple annual campaign solicitation strategies including print and electronic
 - Collaborates with the CEO to create and manage overall communications, advertising, and public relations strategies and activities including print and social media as well as website content ➤ Demonstrated success in grant writing, packaging, reporting competency, and identifying and implementing advancement best practices
 - Demonstrated success in supervising staff and establishing and maintaining effective relationships with key internal and external constituents
 - Communicate effectively in both written and verbal forms
 - Bachelor's degree in business or related field from an accredited college or university required; Master's degree preferred
 - 7-10 years' fundraising experience with demonstrated success in securing annual funding

APPLICATION PROCESS:

Qualified individuals may apply by sending a cover letter and resume in PDF format to:
jobs@hearfoundation.com

Include the title of the position you are applying for in the email subject line

The Hear Foundation is committed to an inclusive work environment and seeks to recruit candidates for employment that represent the region's diversity of race, ethnicity, gender, religion, sexual identity, and ability. The Hear Foundation is an Affirmative Action Employer.

THE APPLICATION PERIOD CLOSSES ON FEBRUARY 12, 2024, at 5:00 PM