



110 Maryland Avenue, NE • Suite 207 • Washington, DC 20002  
**LIKE A SECOND FAMILY:** Tutoring–Mentoring–Enrichment–Advocacy–Family Support

## Development Director

### Overview

Horton's Kids, an established D.C. educational nonprofit, is seeking a mature, skilled Development Director to raise diverse funds for our comprehensive program for inner-city children. Our services include thrice-weekly intensive tutoring, weekly field trips, dental care, health and basic needs support, advocacy, life skills training, and enrichment activities.

The Development Director is a senior-level fundraising and marketing position with a great deal of autonomy. Hours are flexible and could include telecommuting; occasional evenings and weekends are required to visit Horton's Kids' programs and attend special events.

The Development Director will play a critical role in Horton's Kids' program offerings and expansion.

### Working Here, What Impact Will You Have?

- Your success in this job will significantly impact in these two primary areas:

#### Impact on the overall program:

- The children and families will receive better services more precisely targeted to their needs
- More children and families will receive services
- Program goals will be met because of your ability to expand number of funders and increase donation amounts

#### Impact on fundraising:

- You will work with the Development Associate to streamline grant process and increase money raised from grants
- You will expand Horton's Kids' dollars raised by at least 15% in your first year
- You will maintain current active donors by ensuring that they are thanked promptly, receive individualized status updates, and are included in major program decisions
- You will raise money and increase Horton's Kids' visibility by coordinating at least two existing special events each year and putting on additional events as needed to meet the goals of your development strategy



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## Key Responsibilities

- Create and implement a development strategy that aligns with program objectives
- Direct all fundraising efforts, including grant applications, corporate solicitations, individual requests, and special events
- Solicit and develop prospective corporate, individual, organization, and foundation funders and cultivate relationships with current funders
- Manage all aspects of special events, including strategizing, organizing, and implementing; work with pro-bono professional event-planning firm for at least one major event per year
- Manage and support Development Associate who, among other responsibilities, writes grants
- Oversee Communication Associate to improve and expand our use of media in fundraising and outreach
- Keep funders, parents, and board members apprised of program content and outcomes to ensure that stakeholders support programmatic goals
- Support and expand Board of Director's fundraising efforts
- Ensure integrity of development department records and data
- Ensure donors and friends of Horton's Kids are recognized promptly and thoughtfully
- Serve as Horton's Kids' liaison with funders, including grant-makers, corporate contacts, and individual donors

## Additional Responsibilities

- Ensure a consistent and high standard of quality in all materials and messaging released by Horton's Kids
- Expand and support volunteer donations and fundraising efforts

## Essential Experience and Competencies

The successful candidate will demonstrate the following experience and competencies:

- Excellent event planning skills, including project management capabilities and keen attention to detail
- At least five years proven experience in development, marketing, or similar field with a record of raising at least \$2,000,000 per year for at least two years
- Strong leadership skills and management experience



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- Meticulous development planning, organizational, and implementation skills
- Excellent oral and written communication skills, including ability to edit grants
- History of cultivating new prospects and relationship-building
- Bachelor's degree from a four-year college or university
- Sensitivity and respect for the issues facing inner-city families

### Additional Helpful Experience

- Familiarity with Gift Works software
- Master's degree in Business, Marketing, English, Communications, or related field
- Experience in public relations, marketing, or communications

### Salary

Salary commensurate with qualifications

### How to apply

Interested applicants should send a resume, cover letter, writing sample, and salary history to: Brenda Chamberlain, Horton's Kids, 110 Maryland Ave. NE, Suite 207, Washington, DC 20002 or [brenda@hortonskids.org](mailto:brenda@hortonskids.org) with subject line "Development Director". No phone calls, please.

Deadline to apply is February 4, 2010.

Applicants will be required to undergo a standard police background check.

Must be at least 18-years old to apply.

Horton's Kids, Inc. is an equal opportunity employer.