

Director of Fundraising & Donor Relations Job Description

Position Name: Director of Fundraising & Donor Relations

Reports to: Executive Director

Status: Exempt

About Hope Academy:

Hope Academy is a life-changing option for students and families. We are a tuition-free, public charter high school in Indianapolis, IN for teens in recovery from substance use issues. Here, students can earn their Core 40 diploma away from the pressures and temptations of traditional high school.

In the United States, 80% of students relapse upon returning to their high school after having primary treatment for substance use disorders. Studies support the effectiveness of recovery high schools and as the only recovery high school in Indiana, Hope Academy provides a supportive community for students to maintain their sobriety and receive a Core 40 diploma. Hope Academy is one of only seven recovery high schools in the United States accredited by the Association of Recovery Schools.

Position Summary:

The Director of Fundraising and Donor Relations will set the vision and strategic direction to achieving an annual fundraising goal of approximately \$400,000+. They will partner with the executive director, governing board and other committees to understand and build upon existing fundraising streams and chart new ones that enable the school to grow sustainably.

Core responsibilities:

Donor Acquisition, Cultivation, Stewardship (75%)

- Analyze fundraising progress to goal, identify what is driving and impeding progress, work with key stakeholders, problem solve, and adjust priorities to maximize fundraising portfolio
- Research, cultivate, and engage major gift prospects and donors
- Deliver compelling verbal pitches that incorporate investor motivations, accurate data, and inspiring stories that reflect our unique mission and work
- Lead and manage grant writing efforts, partnering with internal and contracted partners to produce timely, accurate, and compelling grant requests
- Respond quickly and comprehensively to requests for follow-up, clarification, and additional information with the aim of demonstrating the appreciation and value we place on our champions' support
- Efficiently track and monitor all communications, actions, events, and commitments in our donor database to ensure a positive and consistent investor experience.

Strategic Leadership (25%)

- Conduct landscape analysis and collaborate with key stakeholders to create a high yielding fundraising strategy for Hope Academy

- Drive strategy and implementation through the cultivation, stewardship, and/or pipeline development for major gifts, corporate/foundation giving, and annual fundraising events
- Contribute to the vision and implementation of the marketing and communication strategy which elevates fundraising and enrollment goals for Hope Academy
- Partner with the executive director and existing board members to recruit new board members committed to Hope Academy's mission and its sustainability

Desired Qualities:

Prior Experience & Education

- Professional experience with increased responsibility; direct fundraising experience highly preferred
- Experience with corporate and/or major gifts preferred
- Experience in project management, including managing people vertically and laterally to meet outcomes and deadlines
- Knowledge of the greater Indianapolis region's philanthropic landscape(s) preferred
- Track record of achieving ambitious goals

Skills & Characteristics

- Deep commitment to the mission of Hope Academy
- Exceptional relationship management skills and strong belief in a people-focused approach to donor management
- Strong gravitas and presence that engenders respect and facilitates strong partnerships
- Strong written and verbal communication skills, with an ability to tailor approach to diverse groups
- Strong project management skills and an ability to handle multiple projects with competing priorities to achieve ambitious goals.
- Strong outcomes orientation, using key data sets to drive evidence-based decision making and prioritization choices in pursuit of holistic goals and performance indicators
- Experience working with a CRM and managing a donor database; familiarity with Bloomberg is a plus.

Work Schedule

- Is willing and able to work weekend and evening hours as needed
- Full-time, year-round (open to reduced schedule for the right candidate)
- Anticipated start date for this position is May 2022
- Salary range starting at \$65,000, including benefits
- Interested persons are invited to email a cover letter and resume by **April 15, 2022**, to Rachelle Gardner, Executive Director: RachellGardner@HopeAcademyrhs.org. All applications will be held in confidence.