



HD Reach Development Director—Contract Position 2019

Founded in 2009, HD Reach is a local, “boots on the ground” nonprofit working to improve the care and quality of life of those affected by Huntington’s disease in North Carolina. We provide connections to local services, care management, family support, and education, including information about HD, streamlined access to quality providers, crisis intervention services, case management, timely diagnosis and disability approval, family education and support, attention to the behavioral and psychiatric symptoms of HD, and guidance through the long term and hospice care process. Our vision is to aid ALL PEOPLE with Huntington’s disease and their families, and ultimately to bring their suffering to an end. The opportunity to make a difference for HD families energizes our efforts because we know that the rewards will be great.

Position Description:	<p>The Development Director is responsible for planning, organizing, and directing all of HD Reach’s fundraising including major gifts, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors. The successful candidate will embrace HD Reach’s mission to provide hope for a better life for all North Carolinians living with Huntington’s disease.</p> <p>This is a new position, expected to grow. The responsibilities listed envelop the full scope of the role. As a part-time position, the hours and duties will be set to match the priorities as the role develops.</p>
Full or Part-Time:	Part-Time (10-20 Hours/Week)
Status:	Contractor
Reports to:	Executive Director
Duties and Responsibilities:	<p>Initial priorities (10 hours/week):</p> <ul style="list-style-type: none"> • Work closely with the Executive Director and Board of Directors. • Staff Board Development Committee meetings. • Identify and implement strategies to grow HD Reach’s funding programs to include grateful patient and monthly giving programs. • Assist the Executive Director in grant seeking including research, proposal writing, and reporting requirements. • Direct the annual fund program, including mailings and annual fundraising drives. • Meet prospective donors and supporters on a continual basis to establish effective communications with them. • Demonstrate professional conduct at all times. • Perform other related duties as requested. <p>Additional priorities as role expands (20 hours/week):</p> <ul style="list-style-type: none"> • Grow a major gifts program including identification, cultivation and solicitation of donors.

	<ul style="list-style-type: none"> • Direct campaigns and major fundraising drives. • Oversee prospect research. • Coordinate with Executive Director on public appearances/speaking engagements to share information about HD Reach services, special events, and giving opportunities with the community. • Collaborate with the Organizational Support Manager in maintaining the donor database and gift recognition programs. • Oversee creation of publications to support fundraising activities.
Skills and Experience Required:	<ul style="list-style-type: none"> • Must embrace the mission and values of HD Reach • Strong interpersonal and writing skills. • Have knowledge and experience in fundraising techniques, particularly major gift fundraising. • Possess the skills to work with and motivate staff, board members and other volunteers. • Have the desire to get out of the office and build external relationships. • Be a “self-starter” and goal driven to initiate donor visits and fundraising calls. • Be organized and exhibit “follow through” on tasks and goals. • Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
Education:	<ul style="list-style-type: none"> • A bachelor’s degree. • Five years minimum experience in professional fundraising.
Licensure:	None

To apply, submit a resume, cover letter (including target hourly rate), and 3 professional references to Jobs@HDReach.org. Applications will be reviewed on a rolling basis.