



**Development Director /
Director of Partnerships and Support**

Wanted: Versatile, energetic and experienced individual to join our team at Hands On Hartford as the **Director of Partnerships and Support**. This person will exhibit a passion for the mission and values of Hands On Hartford and will establish connections with the direct service work and client impacts and share that work and impact in a compelling manner. This person will also be responsible for planning and directing the process of cultivating, engaging, acknowledging and stewarding financial, volunteer, and in-kind support from foundations, individuals, businesses, faith groups and civic groups, with a relationship-based approach.

Why work at Hands On Hartford: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 54-year old nonprofit that values team work, inclusivity, and takes a strengths-based, harm reduction, collaborative approach to all we do.

When: Salaried, exempt position which requires a minimum 40-hour work week. Flexibility in the work schedule is expected; occasional holiday coverage.

Pay: \$80,000+ per year, depending on experience and qualifications

As the Director of Partnerships and Support you'll make a difference in the lives of the folks we serve, as well as in fostering a well-supported and impactful team of staff, by taking the lead in the agency's revenue development, community engagement, and communications efforts, including:

- Take the lead role in planning, managing, implementing, tracking and reporting on development efforts relating to individual, business, faith group, foundation, government, and civic group support, supporting and collaborating with the Board, Development Committee and Executive Director.
- Work collaboratively with the Executive Director and all other Directors to ensure the agency is run effectively and efficiently.
- Supervise/support the Grant Writer/Coordinator, Program Manager of Community Engagement, Development Specialist, and (with the Executive Director) the Development Associate/Executive Assistant in fulfilling their areas of responsibility, including strategy and planning consistent with overall agency goals.
- Facilitate the Development Committee meetings and lead Development Team meetings.
- Take the lead role in maintaining and administering the "Next Connections System" of major donor cultivation, stewardship and engagement.
- Oversee all major fundraising initiatives and events.
- Lead and support the Community Engagement Team in volunteer recruitment and support; implementation of customized service projects and immersions; and managing the Faces of Homelessness Speakers' Bureau.
- Integrate community engagement and fund development efforts to maximize agency support.

- Take the lead role in the development and monitoring of the marketing/communications and public relations plans, strategies and calendar relating to the development of financial, in-kind and volunteer support for the agency.
- Oversee and assist in the creation and updates of marketing materials, Hands On Hartford website, Hands On Hartford social media and other external communications.
- Work collaboratively with other program teams (including Gather55, Shared Kitchen, Community Engagement, and direct service programs) to market and communicate about their programs.

This could be the position for you if you:

- Believe in our mission and core values and are committed to diversity, equity and inclusion
- Have Minimum of a bachelor degree and at least five (5) years of experience in nonprofit revenue development and communications, including proven management and leadership capability.
- Demonstrated knowledge and success achieving revenue targets.
- A professional and resourceful style; ability to work independently and as a team member; excellent relationship-building skills; and experience working with senior level executives in corporations, foundations and nonprofit agencies.
- Have knowledge and proficiency in using computer applications, including standard Windows applications, donor databases and social media.
- Have a valid driver's license, registered and insured vehicle.

What we offer full time employees:

- Generous medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, vacation, personal time, and sick leave
- 401(k) employer contribution and employer match
- Free on-site parking

If this sounds interesting to you:

Send letter of interest & resume to: Barbara A. Shaw, Executive Director

Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email bshaw@handsonhartford.org

AA/EOE