

## JOB DESCRIPTION

HOPE Fair Housing Center  
Wheaton, IL [www.hopefair.org](http://www.hopefair.org)

**Title: Director of Programing & Development**

**Reports To: Executive Director**

### **Summary of Position:**

The Director of Programing & Development is a strategic partner to the Executive Director in the overall furthering of HOPE's mission to ensure fair housing opportunities for all, and is responsible for the day-to-day management of programing, development, implementation of program initiatives, and fundraising. Programs include, but are not limited to the following events:

- MLK Day of Service (January)
- Black History Month (February)
- Anniversary of Fair Housing Act (April)
- ADA Anniversary (July)
- Hispanic Heritage Month (September)
- HOPE for the Holidays (December)
- Roundtables with Leaders

The Director of Programing & Development is responsible for recruiting and assigning volunteers, internships, and AmeriCorps VISTAs, and supporting their development during their time at HOPE. The Director of Programing & Development also oversees HOPE's website design and maintenance, and the graphic design and execution of HOPE's brochures, special manuals, and reports.

The Director of Programming & Development is also responsible for developing and implementing creative strategies and events for increasing funding and support, and will work closely with the Executive Director and the Board of Directors to develop and further the strategic plan to expand the impact of HOPE. The Director of Programming & Development will collaborate with other HOPE staff to build involvement, enthusiasm and ensure seamless coordination of fundraising efforts with ongoing initiatives.

### **Duties and Responsibilities:**

- Maintain and manage HOPE's website and social media on an ongoing basis;
  - Post new material to HOPE's site regularly, maintain current content, and check for relevancy.
  - Edit site and add or remove material, as necessary.

- Work closely with HOPE's web developer and IT to ensure website is working, updated, and accessible.
- Write and design original, well thought out, detailed reports and design marketing materials such as brochures and letterhead for HOPE.
- Event planning – including securing event sites, soliciting donations, enlisting speakers, coordinating invitations, determining a budget, and scheduling the day's events.
- Recruit, manage, and work in partnership with volunteers, interns, and AmeriCorps VISTA members to further HOPE's mission.
- Plan and oversee special projects and capacity building projects. If necessary, work one-on-one with clients to complete projects.
- Establish and maintain organized files and processes easily followable to other staff members.
- Develop and execute ambitious but achievable annual and long-term plans for fundraising across the organization. Lead and implement the HOPE's fundraising efforts to achieve revenue goals. Develop new fundraising opportunities while managing current fundraising efforts which include: Events, Corporate Sponsorships, Foundation and Government Grants, and Individual donors Develop and implement HOPE's marketing strategy. This includes digital/social media marketing, posters, newsletters, brochures, press releases, etc.
- Oversee the administration of and enhancement of the donor database. Provide support to Board to ensure support of HOPE's mission and related fundraising goals Identify and attend community events, meetings and conferences that support HOPE's mission and enhance its visibility and fundraising success. Manage the budget of the fundraising organization in collaboration with the Executive Director.

**Qualifications:**

- Bachelor's degree and at least 2 years of experience in fair housing laws.
- Proficiency in Microsoft Word, Excel, PowerPoint, and design and editing software such as Adobe Photoshop or Canva.
- Exceptional communication, time management, organizational and interpersonal skills.
- Strong attention to detail.
- Outstanding ability to work together on a team and create a positive and motivating work environment.
- Strong management, fundraising and mentorship abilities preferred.

Send Resumes to: [evelyn.pacino@hopefair.org](mailto:evelyn.pacino@hopefair.org)

**No Phone Calls Please!**