

Position: Director of Advancement
Exempt/Nonexempt: Exempt
Reports to: Executive Director/CEO



Job Description

About Hastings Family Service (HFS)

Hastings Family Service offers neighbors a range of programs and services to help with their basic needs of food, clothing, transportation and housing, including assistance in finding and navigating resources during challenging times. HFS is part of an incredibly supportive community and our staff, volunteers, donors, and partners are critical to the success of our mission to engage community to provide help and hope for neighbors. Success in meeting the mission fuels the vision of a caring and connected community where all neighbors can thrive.

HFS Values: People come first. * Inclusion matters. * Connections fuel impact.
Community drives purpose. * Gratitude guides us.

HFS Programs and Services:

- Market food programs: in-person Market food shelf shopping, Market Express, Market Cart, holiday meals, NAPS, Food Rescue, and Market on the Move (MOM) mobile programming
- Meals on Wheels
- Just Friends Transportation
- Direct Services/Financial assistance
- School Supplies assistance
- Project Share holiday assistance
- Information/Referral resources

Position Summary

Hastings Family Service seeks a visionary Director of Advancement to develop and implement fundraising, stewardship and community engagement strategies to carry forward the organization's mission to engage community to provide help and hope to neighbors. The Director of Advancement will be a highly experienced Development professional with demonstrated ability to build and nurture effective community and donor relationships, sharing the HFS story/impact as well as exceptional gratitude. This senior level position leads the overall strategic direction of development, marketing and communications initiatives, championing the HFS values of respect, inclusion, generosity, and gratitude. Applications accepted until 4pm on January 29th at <https://hastingsfamilyservice.easyapply.co/>.

Essential duties and responsibilities:

1. Leadership & Management

Leadership: serve as key member of the organizational leadership team

- Represent the agency as a visible and involved leader in the community, building and maintaining strong community and partner relationships and representing the organization at community events and public speaking engagements
- Create and lead team-building and educational opportunities for staff, serving as a role model, leader and contributor to a strong and purposeful organizational culture
- Develop strong relationships with our nearly 500 volunteers and work with the Volunteer Manager to acknowledge and support their varied and generous contributions to HFS
- Assist the Executive Director with budget preparation, policy and process review, and Board-related activities

- Participate in leadership development and succession planning, standing in during absence of Executive Director

Collaboration: Develop and maintain community partnerships that build support for the mission and invite volunteers in; work with the Director of Programs and across the organization to assess needs, gather stories of impact, and research/share opportunities for engagement and funding

Team Management: Inspire and empower a dedicated Resource Development team

- Lead areas of the organization including Development and Community Relations, Marketing/Communications, and the Rivertown Treasures thrift store
- Supervise and mentor the Philanthropy Coordinator, Marketing/Communications Coordinator, and Program & Retail Coordinator including goal-setting, performance reviews, growth opportunities and effective meetings to foster a collaborative and high-performing team culture

2. Development

Annual Planning:

- Develop and execute an annual fundraising plan to achieve budgeted goals through diversified funding sources
- Assess the effectiveness of fundraising initiatives, and oversee strategic use of the Network for Good donor database

Strategic Giving opportunities:

- Create and execute strategies to grow the Family Table monthly giving program
- Lead major gift and planned giving strategies

Grant Opportunities: Research opportunities and develop foundation relationships to discover potential funding opportunities, and maintain the current schedule of annual grant applications and reporting

Events: lead event strategy, goals and sponsorships; maximize fundraising and marketing opportunities for this year's 55th anniversary

Stewardship: build and maintain strong donor and community relationships, extending exceptional gratitude through intentional stewardship activity

3. Marketing

- **Communication Strategies:** Collaborate with the Marketing/Communication Coordinator and staff on donor communication strategies for acknowledgments, social media, online newsletter, newsletter content and timing, and annual appeals
- **Recognition and Stewardship:** Ensure timely and meaningful recognition of all donors through both public and private acknowledgments

4. General

- Participation in relevant continuing education and staff development opportunities
- Limited evening and weekend work as needed
- Other duties as assigned

Education and Experience

- **Education:** Bachelor's degree required; masters degree and/or Certified Fund Raising Executive (CFRE) preferred
- **Experience:**
 - Minimum of 6–8 years of professional fundraising experience with increasingly responsible roles in development including team leadership and supervision, and a strong understanding of modern fundraising strategies
 - Demonstrated success in growing philanthropy and achieving consistent growth, especially in monthly giving and planned giving programs

- Proven ability to engage deeply within a community to develop opportunities for partnerships and generosity

Ideal Competencies

- Strong commitment to mission, diversity, equity, inclusion and access
- Exceptional verbal, written and listening communication skills
- People-centered leadership: ability to model dedication, self-care and work ethic, encouraging the strengths and behaviors in team that allow for growth and impact as well as a fun and productive work environment
- High level of personal and professional integrity, ethics, and customer service; ability to give and receive feedback and to include the appropriate people in decision-making
- Strong interpersonal skills with a genuine love of meeting people and the ability to cultivate meaningful and lasting relationships
- An energetic collaborator who works with a spirit of fun and optimism as well as a high degree of confidentiality and the ability to use good judgement
- Knowledge of budget preparation and fiscal management
- Ability to effectively organize, prioritize, and multitask in a fast-paced environment with frequent disruptions, strong attention to detail in all aspects of work
- Proficient use of technology including working knowledge of Microsoft Office products and fundraising software (HFS uses Network for Good) and ability to analyze data to inform decisions
- A growth mindset and the flexibility to adapt to changing circumstances with confidence
- Creative and critical thinking abilities to work individually and with a team to develop ideas and find creative and innovative solutions to challenges
- A commitment to diversity, equity and inclusion and the desire and ability to work with people of all ages, cultural backgrounds and life experiences without bias or judgement
- Familiarity with the Hastings area/Dakota County preferred

Salary \$82,000-\$90,000 commensurate with experience. Strong benefits package including but not limited to medical, dental, Employee Assistance Program (EAP), employer paid life insurance, 403B retirement with employer match, Rivertown Treasures discount, 13 paid holidays including your birthday, volunteer time off, and generous vacation and sick leave in an environment where family always comes first.