

THE HOPE CENTER AT PULLEN
Job Description

Job Title:	Director of Development	FLSA Status:	Exempt
Department:	Administration	Hours per Week:	40 hours
Reports to:	Executive Director	Last update:	2.24.2026

ORGANIZATION OVERVIEW:

The Hope Center at Pullen (HCP) is building a community where a history in foster care doesn't limit a person's future. We are an award winning, 501(c)(3) non-profit organization founded in 2008. Our mission is to empower emerging adults who are transitioning out of foster care in Wake County with the support and connections needed for a safe and stable adulthood.

In partnership with Wake County's foster care system, HCP's Teen Programs engage youth living in foster care ages 13-18 to develop independent living skills. HCP's Transition Programs serve youth ages 18-27 with a history in foster care to develop individualized strategies to help them achieve and maintain independence. HCP follows an outcome driven housing model and utilizes trauma-informed care to ensure our clients attain and maintain housing, further their education, and achieve their career goals. For more information, visit <http://www.hopecenteratpullen.org/>.

POSITION SUMMARY:

Reporting to the Executive Director and supervising the Development and Communications Administrator, the Director of Development leads the strategy, execution, and growth of all fundraising efforts to advance our mission and expand our impact. This role oversees donor cultivation and stewardship, grant strategy, special events, and development communications while building strong relationships with individual, corporate, and foundation partners. The Director works closely with the Executive Director and Board to set ambitious revenue goals, strengthen systems, and create a culture of philanthropy across the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fundraising Strategy and Revenue Generation	65%
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- Development Strategy
 - Develop and implement an annual, comprehensive fundraising plan aligned with organizational goals and budget projections currently \$1.6 million and growing.
 - Set and achieve annual revenue targets across individual giving, major gifts, corporate partnerships, foundations, and campaigns.
 - Track and analyze fundraising performance metrics and adjust strategies to meet or exceed goals.
 - Partner with Development and Communications Administrator to create impactful story telling that encourages donor engagement, raises organizational profile, and amplifies youth voice.

- Donor Stewardship
 - Identify and cultivate individual donors, with a focus on growing major gift relationships.

- Partner with the Executive Director to engage Board members in donor cultivation and solicitation efforts.
- Lead the team’s efforts in developing content for the annual impact report and donor engagement materials.
- Oversee development systems, including CRM management, gift processing, donor acknowledgment, and reporting.
- Develop and execute plans for donor appreciation and/or follow-up.
- Institutional and Government Grants
 - Conduct ongoing prospect research to identify new public and private funding opportunities.
 - Cultivate and steward relationships with foundation representatives and government funding partners.
 - Manage a grant calendar to ensure timely submission of proposals, renewals, and reports.
 - Lead proposal development in collaboration with program and finance staff, including narratives, budgets, and supporting documentation.
 - Ensure compliance with grant requirements, donor restrictions, and organizational policies.

Special Event and Committee Leadership	35%
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- Special Event: Raising Hope
 - Lead the strategic planning, revenue growth, and logistics of Raising Hope, the organization’s signature fundraising event.
 - Develop and manage event revenue goals, sponsorship strategy, ticket sales, and donor engagement opportunities.
 - Partner with Development and Communications Administrator to ensure alignment on event communications, sponsorship materials, and impact messaging.
 - Evaluate event outcomes and implement strategies to increase revenue and engagement year over year.
- Lead the Board’s Fundraising and Growth Committee
 - Develop the committee’s annual goals, calendar, and meeting agendas.
 - Mobilize the committee and Board to support Raising Hope.
 - Prepare development reports, forecasts, and dashboards for the Executive Director and Board of Directors.
 - Partner with Board leadership to strengthen board engagement in fundraising, including training, tools, and clear expectations.
 - Supervise development staff and/or contractors, providing clear direction, coaching, and performance management.

POSITION QUALIFICATIONS AND REQUIREMENTS:

- A Bachelor’s Degree and 5+ years working in non-profit development and communications.
- Demonstrated success meeting or exceeding revenue goals.
- Experience working with and engaging nonprofit boards.
- Proficiency with donor database/CRM systems.
- Commitment to amplifying youth voices.
- Deep interest in the foster care system, effects of trauma, and/or youth development.
- Strong communication, relationship-building, and organizational skills.
- Creative, flexible, enjoys work with a small team, and comfortable engaging all kinds of stakeholders.

- Valid North Carolina Driver's License and satisfactory driving record.
- Acceptable background report.

Physical Demands/Working Conditions:

- Flexible work schedule. Occasional evening and weekend hours.
- Hybrid work: Some work can be done from home. Being physically present for meetings and donor appointments is required.
- Health Care: HCP pays 100% of employee premiums and 50% of eligible dependent premiums for silver level health care plan.
- Dental and Vision Benefits: HCP pays 80% of employee premiums and 50% of dependent premiums.
- Retirement Plan: After one-year employees begin accruing an additional 2% of salary in an IRA account that employees can choose to contribute to pre-tax.
- Over 4 weeks of PTO/holiday time the first year, with increases in PTO based on length of employment.

Applications will be reviewed as they are received, on a rolling basis. Early submission is encouraged. Posting is open until position is filled.

To apply, send a cover letter that outlines your alignment with the position, resume, and contact information for 3 references to jobs@hopecenteratpullen.org.

No phone calls please.