



VACANCY: DIRECTOR OF DEVELOPMENT

About Hilltop Schools

Hilltop Schools is a Liberian NGO that works to promote children's rights to education, health, and protection. We envision an organization of high impact and integrity. Hilltop Schools was launched to carry on the activities and mission of More Than Me following its closure in 2019. Hilltop Schools is committed to leveraging the best prior work of More Than Me with improved Liberian leadership, governance, and accountability.

Role Summary

Director of Development will lead a global fundraising program that secures financial resources from corporate, foundation, and individual donors. The Director will build new partnerships and engage new funders while expanding existing key relationships, cultivating and soliciting gifts, strategic partnerships and grants. The Director will be the catalyst to build HSI's fundraising portfolio.

Working closely with HSI's Leadership, Board of Directors, foundations, corporations and key individual stakeholders, the Director will maximize fundraising efforts throughout the organization.

Key areas of responsibility are described below:

Fund Development

- Develop and implement a cost-effective fund development program involving individuals, businesses, private foundations.
- Foster meaningful, lasting relationships with donors, seeking to understand the impact they wish to have through their strategic giving.
- Work with the Board of Directors to maximize their own giving potential, and develop targeted strategies to engage their relationships with others as potential new or increased donors.
- Identify, cultivate, recruit, and organize supporters and potential stakeholders.
- Establish recognition, acknowledgments, and incentives for donors and stakeholders.
- Utilize workflow systems to plan, implement, and evaluate specific fund development programs and campaigns.
- Lead and manage the development of grant proposals and grant reporting.
- Conduct prospect research.
- Maintain the donor database (CRM), through activities to include data entry, gift processing, acknowledgment generating, reporting, and analysis.
- Create and manage a master calendar of deadlines for proposals, reports, and other grant-related materials is maintained and ensure timely internal review and submission thereof.

Marketing + Media

- Grow and maintain brand identity, website, and social media platforms for HSI
- Create publications to support fundraising activities
- Oversees marketing efforts and campaigns, working with board members, external contractors and internal staff to execute events, campaigns, and effective media engagements
- Collaborate with staff to develop robust communication and stewardship program to keep partners and stakeholders informed about HSI activities, successes and challenges
- Writes, edits, and develops copy for all communications as needed
- Coordinate with the Executive Director and Board of Directors to represent HSI at meetings and/or speaking engagements to promote awareness and generate targeted engagement.
- Analyze data around campaigns and align marketing strategy with fundraising strategy



Administrative, Management + Planning

- Acts as a key member of the Senior Management Team, participating in strategic management meetings, and reporting to the Executive Director.
- Provides critical support for organizational vision, initiatives, and priorities.
- Integrates and implements fundraising and marketing department plans with organizational strategic priorities.
- Responsible for expense and revenue oversight of fundraising budget, tracking, budgeting, developing solid projections as well as financial forecasting in conjunction with the Finance Team and various managers.
- Prepares monthly reports for Executive Director and Board of Directors on overall development activities and progress.
- Manages Impact Officer and team of volunteers and advocates.

Qualifications

- Master's degree in marketing/fundraising required, with a minimum of 5 years of progressively responsible fundraising success
- Has large network and existing relationships and networks that can be tapped for fundraising efforts for Hilltop Schools
- Excellent communication and diplomatic skills, with a professional verbal and written fluency in English
- Proven track record of raising funds from foundations, grants, and major donors
- Self-directed and independent with the ability to prioritize tasks and activities without significant oversight
- Experienced working in Liberia or another West African country, and knowledgeable of post-conflict and cultural context of the region
- Demonstrated skills building and maintaining relationships with a variety of stakeholders
- Strong ability to work as a collaborative team player
- Comfort using technology systems

Application Requirements: Apply to work at Hilltop Schools via email to careers@hilltopschoools.org, CC: margretta@hilltopschoools.org. Please write the name of the post you are applying for on the subject line of the email, or drop off your application at Hilltop Main Office, right behind LRRC Building, adjacent Anglers Bar & Restaurant no later than Monday, October 26, 2020. Your application should include: A cover letter, updated, CV, and credentials (Degrees, certificates, diploma references, etc.).

NOTE: This is a role that could be done remotely, with occasional travel to Liberia. Salary and compensation will be commensurate with experience and ability to meet fundraising targets.

**** ONLY** short-listed candidates shall be contacted. References will be taken and thorough background checks will be carried out in conformity with Hilltop Schools Inc. Safeguarding & Child Protection Policy, Fraud, Code of Conduct, and Harassment Policy. Hilltop Schools Inc. follows an equal opportunities policy and actively encourages diversity, welcoming applications from all.