



ABOUT HOUSE OF RUTH

House of Ruth is a 29-year-old nonprofit HIV/AIDS services organization with a mission of strengthening lives for those with or affected by HIV/AIDS. We do this by offering housing and support services with a holistic focus on low-income individuals who are HIV-positive, as well as their family members who count on them for financial and emotional support.

Ours is a culture that values professionalism and integrity, along with an unwavering commitment to House of Ruth's mission. The successful candidate is a hands-on problem solver who takes the job duties very seriously but is able to find humor in the day-to-day, sometimes unpredictable occurrences of a nonprofit that provides direct services to an underserved client population.

For more information about House of Ruth, please visit: <https://houseofruth.net/>

CANDIDATE PROFILE

The Director of Development oversees all components of its resource development and marketing/communications strategies. This includes serving as staff liaison to Resource Development Committee of Board of Directors. Supervises contract freelance writer and contract website designer.

The Director of Development of House of Ruth will be responsible for the following:

1. Develop and execute annual giving campaign, with a focus on creating a sustained base of individual donors and foundation funders
2. Develop and execute agency marketing and communications activities
3. In collaboration with Executive Director, develop and maintain ongoing relationships with major donors
4. Oversee production of agency website, social media, newsletters, and other publications and materials, both print and digital, to further annual giving campaign goals
5. Oversee organization and execution of special events, including the agency's signature fundraiser, Dining Out for Life, with a focus on creating new corporate sponsorships and increasing individual donations for the event
6. Oversee agency volunteer program, including volunteer recruitment, training, and appreciation

7. Oversee implementation of agency fundraising/volunteer database by supervising activities of staff involved in maintaining records of donors and volunteer hours
8. Research potential private grant sources and write grant proposals and reports
9. Serve as staff liaison to the Resource Development Committee of the Board of Directors, including assisting the Committee Chair with meeting preparation and committee oversight
10. Dedicate on-going attention to personal professional development through local organizations of fundraising professionals
11. Procure financial resources as needed for family services programming, including annual Harvest Dinner and back-to-school support
12. Additional, selected responsibilities or tasks to be performed from time to time may be required as necessary

PREFERRED QUALIFICATIONS

1. Minimum three years progressive Advancement experience
2. Bachelor's Degree in Business, Finance, Marketing or related field
3. Experience in financial budgeting and reporting
4. Excellent oral, written, and social media communication skills

COMPENSATION AND BENEFITS

House of Ruth offers a competitive salary commensurate with experience. Benefits include group health and life insurance, employer IRA plan, free parking, PTO plan, professional development opportunities and more. House of Ruth is an equal opportunity employer and does not discriminate on the basis of age, gender, race, creed, or national/ethnic origin in the administration of its employment procedures and policies. Furthermore, the employees of House of Ruth do not engage in physically strenuous or physically demanding activities, which would preclude the hiring (or consideration of hiring) of individuals with physical disabilities.

CONTACT

Ashley|Rountree and Associates has been exclusively retained by House of Ruth for this search. To apply for this position please submit a cover letter, resume and three references to HR@ashleyroutree.com. Please note House of Ruth in the subject line. For confidential questions or inquiries, contact Logan McCulloch at lmcculloch@ashleyroutree.com. All inquiries will be kept strictly confidential.