

POSITION DESCRIPTION

Honduras Good Works is a non-profit 501(c)3 corporation which supports the health, education and spirit of the Honduran people. We send a group each summer for a week to serve the medical needs of the poorest of the poor in Honduras. We also support the education of the Honduran children with scholarships so they may complete high school. Spiritually, we assist in building churches as well as supporting micro finance businesses.

Position Title: Director of Development (part time)

Reports To: Chair, Board of Directors

Position Summary:

Overall responsibility for solicitation of funds to support the operations and programs

Position specifics:

- **Develop and Execute an annual and ongoing fund raising plan to raise sufficient funds to support the organization and its programs**
- **Develop and execute ongoing communications with the donor base to communicate activities of the organization**
- **Expand the donor base**
- **Create and execute a strategy for a large sustained base of annual individual donors**
- **Management and oversee the staff and volunteer responsible for data entree gift processing**
- **Build the brand by creating awareness of the organization thru the internet, website, social media and publicity**
- **Solicit donations thru foundations, organizations and institutions thru grant solicitations**
- **Develop and tract proposals and reports for all foundations and corporate fundraising**

Qualifications:

- **BA required, MA (a plus)**
- **Bilingual English/Spanish is preferred**
- **5 years plus experience in fundraising/development in non-profits**
- **Demonstrated excellence in organizational, managerial and communications skill**

Send your resume to: bobbi@hondurasgoodworks.org. 512.556.8054