

Hope Services

Vice President of Development

Silicon Valley's leading provider of services to people with developmental disabilities and mental health needs seeks an ambitious fundraising professional to develop and execute a robust contributed revenue program strategy.

Founded more than 70 years ago by a group of parents who wanted to give their special-needs children the same opportunities afforded to other children, [Hope Services](#) ("Hope") in San Jose, CA improves the quality of life for more than 3,700 individuals and families in nine counties in the San Francisco Bay Area. Hope's vision is to promote a common understanding that the world is a better place when people with disabilities are fully integrated into our community and culture. To that end, Hope provides a broad spectrum of services for individuals of all ages, including early intervention, after-school, day services, mental health, senior services, and supported and independent living services. Through Hope's Employment, Media and Community Connections Service program (EMCC), partnerships/contracts with local corporations, government, Project SEARCH, and with Hope's own social enterprises, Hope's clients receive skills and training to gain meaningful employment so they can be productive members of their community. All of Hope's programs are delivered by highly skilled, committed, and compassionate teams.

Hope's operating budget for FY 22/23 is \$58M, of which approximately 72% is derived from government funding and the remaining from social enterprises, contributed revenue, and other sources. Raising approximately \$2M annually - the majority of which comes from Hope's annual "[In Concert With Hope](#)" that has netted approximately \$2.8M in the past five years - the organization has ambitions to approach fundraising more strategically and systematically and to build a robust, scalable program. Reporting to the CEO - a skilled relationship builder and fundraiser - the Development Department currently has a staff of two and will grow with time. Overall, Hope employs approximately 440 full-time employees and another 230 part-time, temporary workers.

BASIC FUNCTION

The Vice President (VP) of Development serves as a key member of the leadership team and an active participant in strategic decisions affecting Hope. In collaboration with the CEO, the VP will design and implement a comprehensive plan for developing key external alliances and building sustained individual and institutional philanthropic support.

The VP is responsible for all fundraising and development activities and will develop and implement the infrastructure necessary to grow contributed revenue through gifts, grants, special events, corporate and foundation support, and planned giving to increase Hope's impact and financial resources. The VP will personally identify, cultivate, solicit, and steward a portfolio of donors in order to expand and diversify Hope's donor base and will work closely with other team members to secure funding for new initiatives. In addition, the VP will work closely with and support the Board of Directors as they take on a more active fundraising role. The VP will take an active, lead role in securing sponsors for "In Concert With Hope."

For the first three months, the VP of Development's immediate priorities are to:

- Thoroughly understand Hope Services - its history, culture, traditions, programs, personalities, and constituencies; understand its base of financial support and the short- and long-term funding requirements of the organization.
- Immediately assess the “state of play” of in-process fundraising efforts and provide support for those efforts; assume a hands-on role in the identification, cultivation, solicitation, and stewardship of major gifts and for growing institutional support from corporations and foundations.
- In collaboration with the CEO, develop a fundraising strategy that includes donor segmentation, moves management processes, objectives for individual, institutional and corporate fundraising and success metrics, identification of staff and Board members who will be actively involved in fundraising, and definition of roles, targets, and fundraising goals.

Additionally, on an ongoing basis, the VP of Development’s responsibilities include:

- Manage and personally engage in solicitation and stewardship activities in collaboration with the CEO, Board, and other staff; provide leadership and coaching to assist others in their fundraising success; develop and implement a donor stewardship program aimed at cultivating deeper ties with donors.
- Provide inspiring leadership and management to the Development team; ensure team is well-balanced, provided with professional development, and given the tools to do their best work; establish work plans, performance objectives, and goals; and regularly review performance.
- Access the current infrastructure to ensure tools for moves management, donor engagement/stewardship, and communications evolve and are scalable, and systems and processes are solid to build the foundation for future campaigns.
- In collaboration with the Marketing team, expand the public’s awareness of Hope - its mission, values, outcomes, and stories - through consistent and effective communications via direct mail, website, social media, donor material, and other collateral; plan and execute special events that promote the organization and its impact.
- Measure the success and report regularly on the progress of the development strategy and programs; provide and present statistical analysis to the CEO, Board, and senior management on the success of various fundraising initiatives.
- Plan and execute deferred giving, estate planning, and bequests programs.
- Co-lead with the CEO special events including “In Concert With Hope”; ensure event sponsorship; work with venues, vendors, and event planners.
- Lead all volunteer opportunities for corporations and family members of clients.
- Manage grant writers.

IDEAL EXPERIENCE AND QUALIFICATIONS

The VP of Development should have the following experiences and qualifications:

- 10+ years of experience in attracting financial support from individuals, foundations, businesses, and/or government sources; demonstrated results in personally cultivating and sustaining donors.
- Broad-based knowledge of various development activities including web, social media, direct mail, proposal development, event planning and management, direct solicitations, and leveraging fundraising databases and support systems for donor segmentation.
- Demonstrated skills in motivating, directing, and managing staff and in coordinating and supporting the fundraising activities of others; a good listener and strategist; comfortable receiving input from many sources; able to analyze and formulate disparate information into a sound, well-organized plan.
- Exceptional organization skills; ability to manage and juggle competing priorities; excellent follow-through and attention to detail.
- A resourceful individual with a high energy level and a can-do attitude; a self-starter, problem solver, and strategic and big-picture thinker.
- Outstanding oral and written communication skills; a confident public speaker and presenter; the ability to work effectively with individuals from diverse backgrounds.
- Commitment to and enthusiasm for Hope Services' mission and values.

COMPENSATION AND BENEFITS

The salary range is \$180,000–\$220,000/year and benefits include employer-paid health insurance; a retirement plan; and paid vacation, holidays, personal, and sick days.

At Hope Services, our vision is to continually reflect, inspire and cultivate a sustainable culture valuing wisdom, engagement, and lifelong learning. We continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our community. We are committed to engaging individuals to promote equality, personal choice, dignity, and respect for all.

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