



## Development Specialist

**Mission:** *Hands On Gulf Coast inspires, equips, and mobilizes people to address critical needs of the Mississippi Gulf Coast community through volunteerism.*

**Hands On Gulf Coast (HOGC)** began as Hands On Network's response to the devastation of Hurricanes Katrina and Rita. Based in Biloxi, Mississippi, HOGC has been in operation since February 2006, continuing a partner's operation opened in September 2005. Every week, volunteers from across the country come to Biloxi to work with HOGC in cleaning and rebuilding damaged homes, revitalizing public spaces, and supporting local community organizations. Some deployed volunteers are housed at the HOGC Civic Action Center, a unique and welcoming volunteer community. As recovery from Hurricane Katrina progresses, HOGC is working towards becoming an independent, locally run organization that engages local volunteers in improving their own community through service. HOGC is committed to giving both deployed and local volunteers the chance to participate meaningfully in the recovery of the Gulf Coast; we are also committed to aiding the recovery process in a way that supports the visions, traditions, and efforts of local residents.

**Description:** Hands On Gulf Coast is currently seeking a talented, qualified person to cultivate our individual donor base, develop relationships with local foundations, and assist in the development of local corporate partnerships and sponsorships.

**Position Type:** 8-month, contract position with the potential to turn into full-time staff position.

**Responsibilities:**

**Foundation Engagement Strategy:** Specialist is responsible for working with the Director to craft annual foundation engagement strategy and financial benchmarks. Coordinator works to ensure that foundation/individual donor goals are implemented, tracked and effectively recorded. Leads prospecting and research, stays abreast of funding trends and uses creativity to identify new means to bring in long-term partners. Develops processes, management tools and internal work flow as necessary to support annual goals.

**Annual Campaign & Major Donor Solicitation:** Specialist is responsible for creating annual campaign including quarterly appeals, online giving strategy and leveraged opportunities (i.e. Good Magazine, Case Foundation Challenge). Leads board giving solicitation campaign in conjunction with Executive Director. Supports Executive Director with briefing documents for major donor meetings and meets with and cultivates new "asks" with individual donors. Generates innovative approaches to traditional appeals and recognizes gifts timely and thoughtfully.

**Proposal Development:** Specialist leads design and development of proposals, briefings and similar written materials for foundation and individual audiences.

**Sponsorship Cultivation:** The Specialist leads the development of sponsorship packages and benefits related to our program areas (e.g., AmeriCorps, Youth Development) as well as signature events (e.g., MLK Day, Make A Difference Day). Specialist works to meet quarterly goals related to program and event underwriting and ensures that sponsorship and underwriting are integrated into Signature Partnership proposals and relationships.

**Portfolio Management:** Specialist works to ensure that program and event sponsors are managed effectively including regular communication, integration with branding/cause marketing activities. Ensures return on investment through follow up communication, evaluation reports and integration of sponsors/partners into other programs/activities of the agency.

**Corporate Project Development & Management:** Specialist works with the rest of the HOGC staff and AmeriCorps members to manage custom, corporate volunteer projects. This includes working with the Points of Light & Hands On Network national office, Regional Vice Presidents, managing project grants/contracts, overseeing management of project details, planning and quality control, development of evaluation and project assessment and creating reporting metrics for corporate partners and internal customers.

**Qualifications:**

- A bachelor's degree or relevant professional experience.
- A minimum of 5 years of relevant experience with demonstrated success in fundraising or sales.
- Excellent account management skills with the proven ability to develop and grow high-yield relationships.
- Background in employee volunteer project management or other account-based project management.
- A high degree of personal initiative with the desire and ability to meet aggressive revenue goals.
- A strong commitment to community service, the nonprofit sector, and the mission of Hands On Gulf Coast.
- Experience in or with non-profit and corporate cultures
- Excellent written and verbal communication skills; ability to infuse creativity, innovation and insight into proposal development.
- Strong interpersonal skills required.
- Superior organizational skills with high attention to detail.
- Excellent computer skills including database management.
- An entrepreneurial spirit and creative approach to strategy development.
- Individual must be able to thrive in an environment that is characterized by significant growth, diversity and constant change.
- Able to prioritize and multi-task, working efficiently and able to address a wide variety of considerations.

**Salary:** Competitive and based upon experience.

To apply, submit resume and cover letter to [resumes@handsongulfcoast.org](mailto:resumes@handsongulfcoast.org) or mail to.

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Please, no calls.