



WE ARE HIRING!!

Director of Development

Mission: The Henrico Police Athletic League (Henrico PAL) is a non-profit 501 (c) 3 organization whose mission is to provide a high quality and safe environment for at risk youth in grades K-12 through educational, athletic and social programs, while creating a positive relationship between police officers and youth.

Position Overview:

The Director of Development is responsible for planning and executing a comprehensive fundraising program primarily focused on a capital campaign and secondarily focused on general fundraising and grants to support HPAL's programs and educational initiatives. The candidate will seek major gift donors, individual, corporate and foundation giving, planned giving, and special events. The individual will report directly to the Executive Director and will collaborate closely with the Executive Director and the Board of Directors to develop fundraising goals and strategies.

Position and Organizational Goal:

Recently Henrico PAL acquired the former Math & Science Center located in the Central Gardens neighborhood of Henrico County with the goal of establishing a capital campaign to raise the funding needed to build a state-of-the-art Youth and Family Education & Recreation Center

Primary Duties:

- Promote awareness of the organization's mission and work
- Develop a comprehensive fundraising plan and timeline to meet the revenue goals outlined by the Executive Director and Board of Directors
- Identify and cultivate a network of donors – individuals, corporations, and foundations.
- Implement a system to track and analyze fundraising efforts and performance.
- Write and submit grant applications and fundraising proposals.
- Execute fundraising campaigns and special events preferred.

- Manage department and campaign budgets.
- Occasional out-of-town travel might be necessary.

Qualifications:

- Bachelor's degree (or equivalent) in business, marketing, communications, non-profit management, or related field
- Minimum of 3 years of experience in proven fundraising success in securing major gifts, corporate and foundation giving and special events
- Certification, diploma, or similar qualification in fundraising
- Proven history in sales or sponsorship sales
- Excellent written and verbal communication skills
- Strong leadership skills in directing committees and volunteers.
- Experience with utilizing fundraising software and donor databases
- Public speaking experience

Salary:

- This is a full-time position with competitive salary and benefits package.
- Starting salary range: \$90,000 to \$100,000 (based on experience)
- Paid vacations/holidays, retirement and healthcare plans offered.
- Annual performance evaluations and pay increases.

Cover letter and resume can be mailed and/or emailed by Friday, February 21, 2025, to:

**Henrico Police Athletic League, Inc.
2401 Hartman St
Building B
Richmond, VA 23223
Attention: Director of Development**

kragland@henricopal.org

The Henrico Police Athletic League is a Nonprofit Equal Opportunity Employer