

# Wings of Hope, Inc

**Wings of Hope** is a nonprofit, global humanitarian aviation organization headquartered in Chesterfield, MO. Our mission is to *change and save lives through the power of aviation*. We accomplish this through our three program areas, the Medical Relief & Air Transport (MAT) Program, our Global Humanitarian Network (GHN), and our SOAR into STEM educational programs.

## **SUMMARY:**

Wings of Hope is searching for an experienced and enthusiastic fundraising professional to fill the Director of Development and Communications position. This person is a member of the leadership team at Wings of Hope and oversees all fundraising activities and internal and external communications for the organization. The Director of Development and Communications plans, coordinates, implements, and oversees strategies to develop donors and contributions to support Wings of Hope. The Director of Development and Communications reports directly to the President and works closely with staff, volunteers, and the Board of Directors to achieve short-, mid- and long-term fundraising and communication goals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following.

- Creation and implementation of the annual Development Plan that incorporates a range of strategies including but not limited to annual appeals, corporate and foundation relations, grant funding, and special events. Set annual revenue goals and budgets alongside the CFO and President.
- Leads all organizational efforts around the strategy, creation, implementation, and management of internal and external communications including communications/production calendar, LIFT bi-annual newsletter, marketing, and communications resources, press releases, annual report, social media, and video productions.
- Knowledge of major gift efforts and planned giving strategies and vehicles.
- Oversee the grant writer and coordinate grant management with responsibility to lead the research, relationship cultivation, production coordination, writing, delivery, and follow-up for all current and potential grants. Maintains grant database and formulates an annual timeline for submissions and reporting.
- Oversee a staff of five.
- Leadership, planning and coordination of two Wings of Hope events.
- Participates in board and committee meetings as staff development and communications liaison.
- Participates in strategic and organizational planning efforts.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required, Master's degree and/or CFRE preferred
- Five or more years of fund development experience with demonstrated success in annual, major, and planned giving
- Minimum three years of supervisory experience
- Grant writing experience with proven track record of success

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- A true interest in humanitarian work and the Wings of Hope mission
- Goal focused, fundraising professional with a track record of building strong donor relationships
- Exceptional written, oral, and interpersonal communication skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple and concurrent projects with competing deadlines
- Familiarity with Moves Management
- Knowledge of Microsoft Office, Donor Databases (Raiser's Edge knowledge preferred) and social media technologies
- Flexibility in working hours for occasional special events, after-hours or weekend activities
- Occasional travel may be required

## **COMPENSATION:**

The Director of Development and Communications is a full-time (40 hours/week), salaried position reporting directly to the President. Generous vacation and holiday time, employee health, vision and dental benefits are included. The salary range is \$70,000 – \$80,000.

Wings of Hope is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity/expression, national origin, age, disability, marital status, veteran status or any other protected status. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

## **TO APPLY:**

Please send cover letter and resume via email to Angela Walleman at: [angela.walleman@wingsofhope.ngo](mailto:angela.walleman@wingsofhope.ngo). Please include "Director of Development and Communications Search" in the subject line.