

**HUMAN RIGHTS EDUCATION INSTITUTE
JOB DESCRIPTION**

TITLE: Executive Director of Development
SUPERVISOR: President of the Board of Directors
LOCATION: Coeur d'Alene, Idaho
DATE: January 2010

SUMMARY OF ORGANIZATION:

The Human Rights Education Institute (HREI) is a 501(c)(3), non-profit organization in Coeur d'Alene, Idaho. The Institute was founded in 1998 by a dedicated group of local volunteers wishing to further human rights education.

Mission. We celebrate diversity and promote human rights by educating, raising awareness, and inspiring transformation in our community.

Vision. The Human Rights Education Institute is a rich resource for our community. We are recognized as a center providing cultural education, raising awareness of critical human rights issues and honoring differences while working toward common goals. Our programs and community development strategies are a global model for meaningful change through human rights education.

SUMMARY OF POSITION:

The Executive Director of Development (EDD) position will plan, direct and coordinate all development activities, major fundraising activities and special projects. The EDD will oversee the day to day administration of the Human Rights Education Institute. The EDD will Co-Chair the Fundraising Committee and serve as a representative to the Programming Committee. The position of EDD is supervised by the Board President, while the EDD supervises all institute staff.

DUTIES:

Responsibilities of the Executive Director of Development include, but are not limited to:

1. Fund Raising – Establishes short and long-range goals for unrestricted funding sources and enlists support from Board Members and Staff. Plans and orchestrates methods of approach to donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources for restricted and unrestricted funding. Works with Staff, Program Committee and Fund Raising Committee to develop funding related projects. Organizes individual donor campaigns (e.g., major donors, direct mail and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, corporations and foundations.

2. Major Gift/Donor Support – Produces major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.

3. Planned Giving Development – Develops a Planned Giving program, tracks the progress of pending Legacy and Bequest gifts. Fulfills requests, produces correspondences and encourages partial/early disbursement where appropriate.

4. Database and Records Management – Supervises and coordinates activities of staff engaged in maintaining the HREI database and paper records of contributors and grants. Maintains security and

quality controls. Generates reports and other collection data as needed. Manages any related vendors.

5. Development and Public Relations – Supervises most development and public affair matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondences and speeches. Produces general content for website. Develops a marketing plan that includes a clear and consistent brand identity and message to relay the mission and goals of the Human Rights Education Institute. Works with staff to maintain regular media coverage of the HREI activities in local and statewide press, radio, and television through drafting press releases and maintaining contacts with reporters.

6. Community Representative - Develops local, statewide and regional support. Continues to develop relationships with key elected officials, opinion leaders, stakeholders and experts regarding human rights issues. Participates in local, statewide, and regional discussions on human rights issues and assists in developing priorities, goals and objectives, and strategies for human rights in these areas. Secures community support through meeting with community leaders, joining community boards, and representing HREI at community events.

7. Oversight - Assists the Board of Directors in overseeing the efficiency and integrity of the Human Rights Education Institute. Works with the Board to draft the annual Strategic Plan and Annual Budget. Directly supervises the employees of HREI, including hiring, management, training, assignments and reviews of Staff and Interns.

QUALIFICATIONS:

The ideal candidate will possess the following skills and attributes:

1. Dedication to human rights and appreciation of education as a means to overcome prejudice and ignorance.
2. Bachelor's degree (or higher) with 5-10 years experience in fundraising, public relations/marketing, community development, and/or management in a non-profit organization.
3. Proven track record of raising funds from diverse sources.
4. Experience in donor cultivation, grant writing, contracts management and special events.
5. Proven management and leadership capabilities with a commitment to transparency, accountability and follow-through.
6. Demonstrated ability to work effectively in a team environment.
7. Strong interpersonal, written and verbal communication skills.
8. Competent with relevant computer programs and knowledge of donor management systems is a plus.
9. Ability to maintain confidentiality.

TO APPLY, send resume; cover letter including why you want this job, the skills, qualities and experience you bring to this position; and contact information for 3 references. Send to:

Board President
Human Rights Education Institute
601 E. Front Ave.
Coeur d'Alene, ID 83816

Or email in Word format to: hreicda@yahoo.com

The Human Rights Education Institute is an At Will employer.

The Human Rights Educational Institute is an Affirmative Action/Equal Opportunity Employer which promotes the free exchange of ideas in an environment that celebrates the dignity, worth, and contributions of all individuals. In that spirit, we seek a broad spectrum of candidates including women, people from all cultural backgrounds, and individuals with disabilities.