



DIRECTOR OF DEVELOPMENT

ABOUT HELPING HANDS

In 1979, [Helping Hands: Monkey Helpers](#) was founded to help adults with spinal cord injuries and other mobility impairments in the U.S. live more independent and engaged lives. This was accomplished by providing individuals and their families, free of charge, with a unique service animal: a highly trained capuchin monkey to help with daily tasks.

For the last 42 years the only organization of this kind, Helping Hands, raised and trained these special service animals, carefully matched them with appropriate recipients across the nation, and provided active support for the duration of each placement. The organization also provides the highest level of care for all monkeys in the program throughout their lifetimes.

Due to changes in society, including 38 out of 50 states prohibiting primates in homes, Helping Hands is now welcoming many older service monkeys back to the Helping Hands home. Additionally, as the service monkeys retire, and placements in homes cease, the organization is undergoing a major transformation as it begins to prepare for the next forty years. The organization is undertaking an exciting strategic re-visioning and re-branding campaign, while also conducting an Emergency Fund/Capital Campaign to support renovating the facility for retiring service animals.

Key Facts

- \$2.0 million budget for FY21
- 103 Monkeys
- 8 full time staff
- 10-member Board of Directors

Mission

Transforming people's quality of life through the power of the human-animal bond.

Visit



THE POSITION

Helping Hands is seeking an innovative and energetic Director of Development (DoD). Reporting to and working closely with the Executive Director (ED), the Director of Development will design, execute, and oversee a comprehensive development strategy for Helping Hands including individual giving, workplace giving, major gifts, special events, and corporate/foundation support. The DoD will maintain and strengthen existing donor relationships while cultivating new prospects to increase the visibility, impact, and financial resources for Helping Hands.

The DoD will have primary responsibility for raising a \$2 million operating budget and will work with the ED to complete a successful Emergency Fund Campaign over the next 2 years. The DoD works with a development staff responsible for maintenance of appropriate systems to support fundraising, research and cultivation, database management, gift processing, and recognition. The DoD will manage one development associate with the expectation that they will build the team over time. The DoD will work with the Director of Marketing and Communications to design and oversee the implementation of the spring and late fall annual appeals and other outreach materials that support fundraising efforts.

Working together with the Executive Director and an outreach committee, the DoD will participate in a comprehensive plan for developing key external alliances and partner with board members as they actively engage in fundraising, donor cultivation, and capital campaign activities.

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director of Development will achieve the following major objectives:

- Develop and implement a strategic development plan that creates infrastructure needed to support a sustainable, growing program, and broadens the engagement of individual donors significantly.
- Assume primary responsibility for development and implementation of all actions and activities designed to raise funds for the annual operating needs of the organization. Actively engage with the ED, Board of Directors, development staff, and volunteers to achieve the fulfillment of Helping Hands' annual fundraising goals.
- Collaborate with the ED, Board of Directors, development staff and volunteers to design and execute Emergency Fund Campaign activities.
- Assume primary responsibility for the successful direction and completion of the Emergency Fund Campaign.



RESPONSIBILITIES

The Director of Development will have the following responsibilities:

Leadership, Supervision and Advisory

- Create and implement an integrated development strategy to advance and achieve the current and future strategic goals of Helping Hands.
- Actively engage individual board members in fundraising activities. Provide training and support in gift solicitation while motivating board members to think strategically about fundraising.
- Manage the development expense budget.
- Manage and supervise the work of the Development Associate.
- With the ED, the Board Development and Governance Committee, identify potential future members for the Board of Directors or board committees.
- Prepare agendas and materials for meetings with the Emergency Fund Committee Chair(s).
- Contribute to Board of Directors meetings to report on the progress of development work on operating fundraising, emergency fund campaign planning and execution, and to advise and propose new activities or changes to the benefit of Helping Hands.
- Undertakes additional tasks or goals as designated by the ED.

Planning

- Participate with the Board of Directors, the Strategic Planning Committee, and the ED to develop, articulate, and plan for the current and future mission of Helping Hands.
- Participate with the Strategic Planning Committee and the ED to develop periodic strategic and business plans to support the fundraising activities of Helping Hands.
- Evaluate the progress of current strategic and business plans; amend plans as needed such that the strategic plan remains relevant and actionable.

Fundraising

- Research funding sources and trends to anticipate, proactively evaluate, and adapt to major funding changes and new opportunities.
- Manage and monitor prospect research activities and major gift strategies.
- Assume primary responsibility for all major gift proposals.
- Assume primary responsibility for required reporting for donor gifts.

Stewardship

- Develop, implement, and revise a stewardship program aimed at cultivating deeper ties with donors.
- Identify and cultivate potential new donors.



HELPING HANDS: MONKEY HELPERS | DIRECTOR OF DEVELOPMENT

- Work with the Development Associate to monitor and ensure that all donor information is maintained in an accurate, punctual, and accessible form and format.

Financial Reporting and Forecasting

- With the ED, Treasurer, and Finance and Audit Committee, identify the development-driven income elements of the annual operating budget and special project budgeting.
- Provide monthly reporting to the ED and Board of Directors on actual results of income activities compared to budget, and forecasts of anticipated future achievement of income goals.
- Participate with the ED, Treasurer, accounting agents, and auditors to prepare for and carry out the annual audit including the Financial Report and tax filings.
- Forecast future revenue goals and translate the work happening in development to short- and long-term financial forecasts.
- Provide present and forecasted statistical analysis to the ED, Board of Directors, Finance Committee, and development staff.
- Attend meetings of the Finance and Audit Committee in an advisory capacity.

Communications

- Articulate Helping Hands' messaging to new donors, bringing them into the capital campaign as well as future mission activities as developed through the strategic planning process.
- Work collaboratively with the Director of Marketing and Communications to define and develop outreach materials to support development efforts.

QUALIFICATIONS

- A minimum of seven years of senior leadership experience managing successful fundraising teams for nonprofit organizations.
- Proven experience building and growing a comprehensive fundraising program, with a particular focus on major, annual, corporate, and foundation giving; demonstrated experience cultivating and soliciting five and six-figure gifts. Campaign experience is required.
- Ability to be strategic, visionary, and pragmatic while partnering with a visionary ED and BOD to drive transformation across a national organization.
- Excellent communication skills, including strong listening, written, verbal and presentation skills.
- Exceptional emotional intelligence, integrity, and grit; the ability to be a bold, creative, and critical thought partner.
- Complete understanding of the intricacies of how a non-profit organization works.
- Result-oriented and flexible with a sense of humor.
- Strong finance, business, organizational and project management skills.



- Ability to understand the big picture and plan for future needs.
- Undergraduate degree, or equivalent relevant experience, in a related field is required.

COMPENSATION

The salary range for this position is \$100,000-\$110,000 depending upon qualifications. Helping Hands employees receive benefits including health, dental, and disability insurance and participate in a 401(k) plan.

APPLICATION

Helping Hands has retained Campbell & Company to conduct this search. The team for this project includes Kris McFeely and Angèle Bubna. To be considered for this opportunity, please send a letter of interest and resume to:

Angèle Bubna

Associate Consultant, Executive Search

Angele.bubna@campbellcompany.com

(312) 896.8883 direct

Helping Hands is an Equal Opportunity Employer committed to building a multicultural organization. We actively seek a diverse pool of candidates.



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No person shall be discriminated against in employment because of that person's race, color, religion, gender, sexual orientation, marital status, age, national origin, ancestry, veteran status, military status, mental, or physical disability unrelated to the ability to perform the essential job functions, or any other legally protected status.