

**Position:** Director of Development

**Reports to:** Interim CEO

**Location:** Remote within BC, Hybrid

**Term:** Full-time (40 hours per week), permanent

**Compensation:** \$80k to \$100k depending on experience plus benefits

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## ABOUT US

**Hollyhock's vision is for a loving and living world for all.** We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the unceded traditional territories of the Klahoose, Tla'amin, Homalco Nations; and as the current stewards of this land, we are committed to renewing our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, homemade meals with local seafood, yoga, bodywork, a world-famous garden, hot tubs and sauna, and network of nature trails through towering cedar and douglas fir trees.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

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## ABOUT THE ROLE

The Director of Development will play a pivotal role in advancing Hollyhock's mission by leading and executing our comprehensive fundraising strategy. This position requires a dynamic, results-oriented leader with a proven track record in securing significant philanthropic support.

The Director of Development will work closely with the CEO, and the Senior Leadership Team (SLT), Development support team, to meet and exceed our annual fundraising goals. This role is relational, entrepreneurial, requiring bold thinking and innovative approaches to fundraising.

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## ABOUT YOU

You are a people person that thrives in a fast paced, thoughtful environment that challenges you to be your best self. You have an entrepreneurial mindset, and strong interpersonal skills, with the ability to build and maintain relationships with donors, volunteers, and staff. You feel a passion for Hollyhock's mission and a commitment to personal growth and social transformation.

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## KEY RESPONSIBILITIES

### Fundraising Strategy and Execution

- Builds a robust development department that includes multiple philanthropic and sponsorship revenue streams totalling \$1 - 2 million annually and growing this base, in collaboration with the CEO.
- Identify new opportunities and innovative approaches to fundraising.
- Identify, cultivate, solicit, and steward major gift prospects and donors.
- Create compelling proposals and presentations to engage potential donors and sponsors.
- Oversee the planning and execution of budgeting for the Fundraising department including events and campaigns.
- Guide and support the ongoing growth and development of our Legacy Circle giving program
- Lead and manage our Fundraising strategy across core fundraising channels:
  - **Donor Relations and Stewardship**
    - Build and maintain strong relationships with existing and prospective major donors, sponsors, and partners.
    - Develop and implement personalized stewardship plans to ensure donor satisfaction and long-term commitment.
    - Provide regular updates and reports to donors on the impact of their contributions.
    - Identify and implement strategies for small donations
  - **Corporate Sponsorships and Mission Aligned Partnerships**
    - Identify and secure corporate sponsorship and partnership opportunities that align with Hollyhock's mission and values.
    - Develop partnership proposals and negotiate sponsorship agreements.
    - Maintain ongoing communication with corporate sponsors to ensure successful partnerships.
  - **Grant Writing and Foundation Relations**
    - Research and identify grant opportunities from foundations and other funding sources.
    - Write and submit compelling grant proposals to secure funding.
    - Manage relationships with foundation representatives and provide required reports and updates.

### Leadership and Team Management

- Grow, lead and mentor the Development team, fostering a collaborative and thriving culture.
- As part of the Senior Leadership Team, participate in stewarding the organization as a senior leader.
- Engage and support the board and leadership to build a strong culture of philanthropy at Hollyhock.
- Provide regular reports and updates on fundraising progress to the SLT, CEO and Board.

## **Communications and Marketing**

- Collaborate with the marketing team to develop fundraising collateral, including brochures, newsletters, and online content.
  - Develop the annual report and all required impact reports
  - Ensure consistent and effective messaging across all fundraising communications.
  - Utilize social media and digital platforms to enhance fundraising efforts and engage donors.
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## **QUALIFICATIONS**

- Bachelor's degree in a related field; Master's degree preferred.
- Minimum of 7-10 years of progressive experience in fundraising, with a focus on major gifts, corporate sponsorships, and foundation grants.
- Highly relational and able to build good relationships across sectors.
- Proven track record of securing significant philanthropic support and achieving fundraising goals.
- Exceptional interpersonal, communication, and presentation skills.
- Strong leadership and team management abilities.
- Ability to think strategically and creatively to develop innovative fundraising approaches.
- Entrepreneurial spirit with a bold approach to identifying and seizing new opportunities.
- Proficiency in fundraising software and donor management systems.
- Existing networks in climate, justice, advocacy, consciousness, and purpose economy spaces are an asset
- Personal commitment to equity and inclusion: an understanding of systemic oppression and intersectionality, with experience applying anti-oppression practices at work and in community.
- Ability to visit Cortes Island periodically to engage with donors

## **Compensation and Benefits**

- A competitive salary
- Health benefits after 3 months probationary period
- 3 weeks paid vacation
- Discounts on all of Hollyhock services and meals
- One complimentary Hollyhock program per year