



Director of Finance & Development

The Director of Finance & Development serves as a key member of the HLWF team, leading the organization's fiscal and fundraising functions and working in coordination with senior administration to manage operations. This role leads fiscal management, creates development and fundraising opportunities and supports sustained growth across the organization. In addition, the Director of Finance & Development is responsible for leading the diversification and management of HLWF's revenue streams in support of organizational growth and expansion. This is a full-time role with benefits reporting to the Executive Director and serving on the senior leadership team.

Finance & Operations

1. Oversee organizational fiscal management, including adherence to policies & practice
2. Serve as a point of contact for the Foundation's contracted bookkeeper and accountant
3. Create and review reports on the Foundation's financial condition and cash flow scenarios that are prepared monthly, maintaining updates as needed
4. Coordinate bookkeeping, coding and record management
5. Provide and develop financial information for grant proposals and reports
6. Oversee the annual operating budget development process, creating budgets tied to specific grants and projects, and create cost-saving analyses
7. Support and prepare for annual audits and filings, reviewing organizational documents.
8. Assist in the clarification of expense and revenue allocations as needed
9. Continually assess the fiscal infrastructure and make recommendations to improve efficiency and effectiveness to best use agency resources
10. Collaborate with the leadership team to support staff across the organization
11. Collaborate with the Administrative team to manage growth and expansion

Development & Fundraising

1. Work closely with the Executive Director and team to create a development plan
2. Identify suspected revenue gaps and provide input on tactics to identify new leads to maintain a strategic list of prospective donors and partners
3. Stay up-to-date with best practices, trends, and research regarding fundraising strategies and donor engagement
4. Ensure a continuously robust opportunity pipeline to meet growing annual revenue goals by actively working to cultivate individual prospects and current donors
5. Work closely with the board of directors to support fundraising efforts
6. Design and execute robust fundraising appeals and special campaigns

7. Create corporate and foundation grant requests and reports in collaboration with program staff
8. Create and review development materials to ensure dynamic, reader-friendly, and high-quality writing
9. Conduct prospect research to proactively seek and build new relationships
10. Work with the Executive Director to design creative corporate partnerships that are not limited to special events
11. Lead the Foundation's donor stewardship plan to ensure appropriate gift recognition and stewardship
12. Think creatively about the donor stewardship plan and update it annually with new and meaningful ways to connect donors and foster a sense of community

The Ideal Candidate will:

- Have an understanding of gender, sexuality and health disparities impacting the LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in all of their work
- Work effectively both individually and as part of a team
- Have a strong understanding of fiscal management and previous experience
- Demonstrate successful development campaigns with donors, corporations and grants
- Be highly organized and detail oriented
- Provide Act 33/34 and FBI clearances prior to starting* (paid for by HLWF)

Candidates should email their interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: info@hughlane.org

The Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting and promoting a diverse workforce. We believe that differences in the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply.

*While we are required to obtain clearances prior to an offer of employment for all staff, involvement with the justice system that disproportionately impacts Black People, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are few instances of disqualification in accordance with Pennsylvania Child Protective Services Law.