**Director of Fundraising - Volunteer**

Haitian Educational Initiatives, Inc. (HEI) is a 501(c)(3) non-profit organization whose mission is to support Haitian-led initiatives enabling impoverished children to attend school in Jacmel, Haiti. We provide funds for school fees, uniforms and school supplies, as well as provide after-school tutoring, vocational training, summer camp, and food programs.

HEI seeks a skilled and passionate Fundraising Director to help us support our mission and expand our services. The Director will plan and execute an annual fundraising plan in collaboration with the Board of Directors and Executive Director. Specific responsibilities include:

* Developing objectives and creative strategies to achieve fundraising goals for individuals and foundations.
* Designing and executing initiatives to raise funds to meet budgetary needs, including social media campaigns, an impactful annual campaign, and special fundraising events.
* Actively cultivating and stewarding donors.
* Collaborating with and assisting Board members and Executive Director in their own fundraising activities to maximize their participation in the plan.
* Leading and motivating colleagues and volunteers.
* Collaborating with Executive Director to raise awareness of HEI and its work using social media and community outreach.
* Attending quarterly Board meetings as needed.

Job Qualifications:

* Demonstrated excellent written, oral and interpersonal skills.
* A results-oriented work approach, a team player, and a creative problem solver.
* Bachelor’s degree from an accredited college or university.
* Minimum 2 years experience in fundraising.
* Knowledge of Microsoft applications (Word, Excel and PowerPoint) required.
* Experience with donor management software required and Neon CRM experience preferred.

Time Requirements:

Flexible schedule, average 8-10 hours per week. Work remotely with availability for in-person staff and donor/prospect meetings as necessary.