

The Foundation of Hope for Research & Treatment of Mental Illness Job Overview – Full-Time Development & Administrative Associate

The Foundation of Hope for Research and Treatment of Mental Illness is a 501(c)(3) non-profit organization established in 1984. Our unique mission is to conquer mental illness by investing in groundbreaking scientific research and mental health initiatives. Additionally, the Foundation is committed to raising community awareness and supporting effective treatment programs.

For the last forty years, we've provided seed funding to advance mental illness research, spearheading countless opportunities that have had tremendous impact.

In 2021, the Foundation of Hope strategically expanded its efforts by launching *The Foundation of Hope Child and Adolescent Anxiety and Mood Disorders Program (CHAAMP)*. CHAAMP is a transformative research program focusing on kids and teens, operating within the Department of Psychiatry at UNC. The first of its kind in North Carolina, CHAAMP offers a groundbreaking opportunity to make a bigger impact in the lives of kids and teens as our state and nation face an escalating mental health crisis.

Position Overview

The Foundation of Hope is seeking a full-time Development & Administrative Associate to contribute to the delivery of meaningful and impactful fundraising campaigns and exceptional events that foster strong community relations, increase revenue and donor loyalty, and introduce new supporters to the Foundation of Hope's mission. This person will be expected to demonstrate excellent relationship management and interpersonal skills with the ability to work effectively with donors, volunteers, and staff in all fundraising event activities and includes two principal areas of responsibility:

- *Campaign Coordination (30%)* - The Campaign for CHAAMP was launched in April 2023 and, to date, has raised over \$3.7 million of our initial \$5 million campaign goal. As Campaign Coordinator, this person will manage the day-to-day administrative and operational support for the Campaign for CHAAMP, including administrative support, donor relations, marketing and communications, development and strategic planning, special events, and any other Campaign fundraising activities or needs.
- *Development and Event Coordination (70%)* - Additionally, this person will have a critical, supportive administrative role in all Foundation of Hope development activities, with special emphasis on helping to ensure the successful execution of the Foundation of Hope's two largest fundraising events, the Annual Thad & Alice Eure Walk for Hope and the Evening of Hope Gala, as well as other events throughout the year.

Position functions

Summary of Tasks and Responsibilities for Campaign Coordination (30%):

- Follow overall Campaign for CHAAMP strategy guidance, keeping track of progress towards the total campaign goal, and supporting the preparation of and maintaining accurate reports of campaign progress. This includes ensuring that campaign gifts and pledges are recorded and managed, pledge

payment reminders are sent, and donors are properly acknowledged through stewardship by tracking, creating, and mailing gift thank you letters.

- Manage campaign calendars and coordinate and schedule Campaign-related meetings and appointments for the Executive Director, Associate Executive Director, staff, Board members, and volunteer campaign committee, including but not limited to prospective donor meetings, Campaign committee meetings, and others as needed.
- Support the Campaign committee members with their tasks and contacts on behalf of the campaign as needed, including sharing the campaign toolkit, updating materials, and preparing donor solicitation packets.
- Work with the Executive Director, Associate Executive Director, and staff to maintain, update, and create prospective donor lists and profiles, develop donor meeting materials, and handle meeting preparation and follow-up responsibilities.
- Assist with planning and executing donor engagement and appreciation events related to the campaign.
- Collaborate with Foundation of Hope staff to Identify opportunities to increase engagement, donor retention, and new donor acquisition.
- Other additional Campaign duties and responsibilities as needed.

Summary of Tasks and Responsibilities for Development and Event Coordination (70%):

- Work with the Executive Director, Associate Executive Director, and staff to implement and provide critical administrative, event, and logistical support for all fundraising events as directed, including the Walk for Hope and the Evening of Hope gala.
- Become proficient in the Etapestry donor management database, Walk for Hope registration event software, Evening of Hope auction event software, and any other data systems as needed.
- Attend and participate in Foundation of Hope community outreach events as needed (including presenting) and provide input and support for additional fundraising opportunities as they arise.
- Assist with event prize & auction item solicitations, organization, tracking, coordination, and acknowledgment processes.
- Support the FOH staff regarding Board and Advisory Board meetings and events, including assisting with scheduling, slides/presentations, communications, events, and any other Board-related needs.
- Coordinate with the Executive Director and Development Manager surrounding Foundation of Hope grant opportunities, including tracking applications, managing reporting requirements and deadlines, and assisting with the grants process, including research, some grant writing, and reporting.
- Work alongside FOH staff and marketing vendors to contribute to communications, seasonal and event-related creative digital/social media content development, messaging, and outreach.
- Other additional event or administrative duties and responsibilities as assigned.

Essential Skills and Qualifications

- Interest in the field of mental illness, research, awareness initiatives, and commitment to the Foundation of Hope mission.
- Motivated, proactive, and efficient individual with excellent organizational skills, including multitasking, time management, and attention to detail and deadlines to achieve individual and team goals.

- Event management experience with proven success in event planning and coordination, including running large-scale high-end events with significant moving parts.
- Demonstrate a strong work ethic and a polished, professional demeanor who can function independently and successfully collaborate as part of an established team in a small and friendly office environment.
- Enthusiasm, adaptability, commitment to excellence, and strong written and verbal communication skills.
- Excellent relationship management and interpersonal skills, and the ability to work effectively with donors, volunteers, and staff.

Required Education and Experience

- Possess key professional skills gained through a minimum of 3 years of work experience in office administration, event management, fundraising, or related field.
- BS/BA or equivalent combination of education and/or work experience.
- Strong computer skills and proficiency in the Microsoft Office suite are required; experience with database systems, Canva, and other graphic design programs is preferred.

Schedule and Work Environment

The Development & Administrative Associate role is office-based in Raleigh, NC, but the Foundation of Hope is committed to a flexible work environment. Work hours span Monday-Friday but occasionally include evening or weekend hours as scheduled and as needed but advance notice will be provided. No significant environmental factors affect this role (temperature, noise, materials), except for fundraising and donor stewardship events which may be outdoors.

Pay and Benefits

The pay range for this position is \$22/hr - \$25/hr, depending on experience and qualifications.

The Foundation of Hope offers a generous benefits package, including PTO, paid holidays, extended leave, a health reimbursement program, and more.

To Apply

Send resume and cover letter with the subject line “Development & Administrative Associate” to Shelley Belk at shelley@walkforhope.com. Applications will be reviewed on a rolling basis until the position is filled.

The job description is intended to provide general information about the position. It is not an employment contract, so the responsibilities, duties, and requirements of this position may change. The Foundation, at its discretion, may alter this job description at any time with or without notice.