

Hope Unexpected

Position: Temporary Development Director (Beginning ASAP thru December 2025)
Covering Development Director on leave.

Reports to: Executive Director

Classification: up to 20 hours per week during training, and 20 hours per week thereafter.
Monday-Wednesday availability. Additional hours as needed during events.

Pay Range: up to \$25/hour

Job Description and Expectation:

Hope Unexpected is seeking a Temporary Development Director. This person will shadow and train with our current Development Director for three (3) months. After the completion of training, the Temporary Development Director will fill in and be responsible for all daily Development tasks as well as overseeing the fall banquet fundraiser (includes: all aspects of event planning and execution, volunteer coordination, technology at the event, vendor communication, and more).

The candidate will work from provided office space. Hope Unexpected operates with regular office hours Monday-Wednesday. The ideal candidate will have a passion for a ministry with single mothers and their children. This person will also love Jesus Christ and His Church.

Duties and Responsibilities

- Collaboratively develop and execute Hope Unexpected's annual Banquet in September which includes all event planning, silent auction, event marketing materials, and post-event follow-up
- Supervising Development Assistant
- Oversees year-end giving campaign
- Manage Social Media Marketing; website, pictures, videos, emails; some content creation along with Development Assistant
- Other duties as needed

Qualifications

- Must be available for Annual Banquet - September 18, 2025
- Excellent verbal and written communication skills
- A bachelor's degree or higher is a plus
- Two (2) years working in Development preferred

- Candidate must have personal transportation to use as needed for job tasks
- Some graphic design experience is a plus; will have access to contracted graphic designer
- Self-starter. able to work independently

No phone calls or visits, please. Interested candidates, email your resume and cover letter to Olivia@HopeUnexpected.org.