

Community Housing Development Corporation

Job Description

Director of Resource Development

Department: Executive
Reports to: Deputy Director
Supervises: None
Status: Full-time, Exempt
Work Hours: General office hours

Job Summary

Overall responsibility for planning, directing and implementing agency resource development activities with a focus on obtaining charitable gifts and grants. This position manages the organization's public image including brand management, public relations and communications. The position also supports organization-wide strategic planning and program evaluation. It is a senior position in the organization, a member of the executive management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include planning and implementation of a comprehensive resource development and community relations program, including grant support, donor cultivation and appeals, special events, research and coordination of foundation/corporate grant proposal, and outreach and communications with community leaders and funders.

Specific duties include:

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Prepare and submit grant proposals and applications in collaboration with appropriate staff to grantors.
- Facilitate and participate in the development and preparation of grant proposals, applications and documents by other staff and outside consultants; confer with staff concerning grant needs, issues and opportunities; review, edit and revise grant narratives for other departments; prepare and process related paperwork; prepare grant applications and documents for distribution.
- Planning and coordinating the submission of grant proposals; monitoring submission of grant reports and communications with all funders
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities

- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations and make decisions regarding the issuing of receipts
- Create and implement annual individual/business fundraising plan and activities for individual donor development working with Management staff and Board of Directors.
- Actively work with the Executive Director and management team to develop a comprehensive and strategic communications and marketing plan that defines objectives; targets audiences; and creatively identifies key messaging and tactics, in order to support CHDC's programmatic, funding, and policy goals.
- Develop media outreach plan and strategies for media campaigns including generating stories on CHDC in news sources, social networking, print or online paid advertising – including creating content/ collateral material such as video productions, text announcements, photos, flyers etc.
- Manage CHDC brand and visual identity family of phrases and graphics including: maintaining and updating style guide, training staff, reviewing publicity material created by departments for conformance with CHDC mission statements, key messages, logos and other communications.
- Participate in strategic planning and organization development
- Coordinate/ implement program evaluation activities.
- Other duties as assigned by the executive director

Qualifications

A minimum of a B.A. or equivalent experience in nonprofit management, 5 or more years in a responsible, senior development position and demonstrated experience in designing and implementing successful resource development and related community relations programs. Some experience with marketing concepts preferred. The skills and ability to work with board and staff to create an agency team promoting the financial growth and awareness of the overall organizational mission.

REQUIRED SKILLS:

- Demonstrated ability to develop and implement long-term marketing and fundraising strategies, including experience cultivating and soliciting foundations, individual, and corporate donors in support of program and operational activities.
- Experience overseeing and editing grant writing by other staff or outside consultants.

- Knowledge of MS Office (Excel, Word, PowerPoint, Outlook) is required. Adobe Creative Suite (particularly InDesign, Illustrator and Photoshop); and fundraising software is a definite plus. •
- Ability to work independently as well as in team structure
- Ability to be flexible and perform varied work activities
- Familiarity and comfort with social media is preferred.
- Excellent verbal and written communication skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee requires dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk. The employee is frequently required to stand, walk, sit and stoop. The employee must regularly lift and/or move up to 15 pounds. The employee frequently moves within the building and travels throughout the community. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

COMPENSATION: Commensurate with experience. Excellent benefits include health plan, paid vacation and sick leave, employer sponsored 403(b) plan.

TO APPLY: Send resume and cover letter to dwilliams@chdcnr.com

DEADLINE: This position is open until filled and may be closed at any time.

Disclaimer: The employer reserves the right to change or assign other duties to this position.

The CHDC is an AA/EEO Employer. We are committed to creating an environment that values and supports diversity, equity and inclusiveness across our community and encourage applications from qualified individuals who will help us achieve this mission.