



Job Title:	Development Director	Position Type:	Part Time (½ Full Time Non-Exempt)
Department/Group:	Fund Development; Reports to Executive Director	Education Required:	Bachelor's degree
Location:	810 Bryant Street, Kalamazoo	Travel Required:	Intermittent local travel
Level/Salary Range:	\$21,000 to \$26,000 per year (\$20.00 to \$25.00 per hour)	Skills Required:	Microsoft Office, Email, Internet
Date posted:	11/22/2013	Skills Preferred:	Social Media, Giftworks
Posting Expires:	When filled	Mission:	Passion for Community Homeworks' mission to foster dignified housing for low income families.
Applications Accepted:	Please send resume and cover letter via Email or Mail		

E-mail: swright@communityhomeworks.org **Subject Line:** Development Director Position

Mail: Shaun Wright, Community Homeworks, 810 Bryant Street, Kalamazoo, MI 49001

General Summary

The person in this position is responsible for the oversight of all donor development and donor communication; annual fund appeals; researching, identifying, and securing funds through individuals, foundations, and businesses; and the oversight of development volunteers. Qualified candidates will have proven success in managing various volunteer committees. Two years fundraising experience required.

Essential Functions:

- Work collaboratively with the Board, Executive Director, and Development teams to determine annual and long-term resource development objectives. Create and manage strategic and detailed plans to meet those objectives.
- Recruit and renew Development committee members and ensure they have appropriate tools, training, and support to be effective and efficient in their work on Community Homeworks' behalf.
- Create and provide monthly reports to management on resource development activities and status.
- Effectively use the donor database; prepare donor acknowledgment letters; create accurate reports.
- Oversee the direct mail process and editorial calendar to ensure best practices are being met or exceeded.
- Assist in writing, editing and reviewing all major proposals/grants, monitor proposal deadlines, and provide oversight for proposal follow-up reports.
- Oversee all aspects of fundraising events. Assist in creating all goals and the annual review of how all events work into the overall development plan and strategy.

Qualifications:

- 2-4 years previous experience within a fund development setting of a non-profit organization.
- Commitment to the philanthropy model of fund development.
- Strong ability to communicate, both in writing and verbally, about Community Homeworks and its mission.
- Demonstrated ability to successfully manage a development team.
- Ability to interact with all constituents including board, donors, and community leaders.
- Required skills in Microsoft Word and Excel, email, and general internet functions.
- Some comfort with Social Media and Giftworks preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the person in this position. The listed duties may be changed at the discretion of the supervisor.