



<b>Job Title:</b>	Assistant Director of Development	<b>Department:</b>	Administration/Operations
<b>Location:</b>	<b>Community Homeworks</b> 810 Bryant St., Kalamazoo, Michigan	<b>Travel Required:</b>	Occasional/Local
<b>Starting Salary Range:</b>	\$20.50 per hour	<b>Position Type:</b>	Part-time (20-25 hrs./wk.)
<b>Benefits:</b>	PTO, 10 paid holidays, paid trainings, and conferences/professional development		

**To apply:** E-mail [cpraedel@communityhomeworks.org](mailto:cpraedel@communityhomeworks.org) **Subject Line:** Assistant Director of Development Resume  
**Attention:** Chris Praedel, Executive Director  
 \*\*Please include your resume and a list of references.

**Position Summary:**

**Community Homeworks** is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

Come grow with us! Community Homeworks is seeking a part-time (PT) Assistant Director of Development. The position will manage our grant writing and reporting, annual fundraising campaign, and other fund development initiatives throughout the year. Responsibilities include:

- Grant research, writing and reporting.
- Lead the annual fundraising campaign, campaign cabinet, and appeals.
- Manage and implement the organization’s new corporate and faith-based Adopt-a-Home program.
- Manage and implement all event and education sponsorships.
- Provide gift processing and acknowledgement support.
- Maintain the donor database.
- Organize donor stewardship outreach and programming throughout the year.
- Serve as staff liaison to the board’s fund development subcommittee.

**Minimum Qualifications**

- Minimum three-years professional experience in a grant-writing or fund development role, preferably with a local non-profit organization. (Preferred)
- Experience using (or willingness to learn) Microsoft Office (Word, Excel, PowerPoint), email, donor database, and project management software.
- Strong organizational skills and the ability to regularly multitask.
- Desire to think creatively and implement innovative strategies.
- Excellent written and verbal communication skills.
- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**

*Community Homeworks is an Equal Opportunity Employer.*