



<b>Job Title:</b>	Resource Development Director	
<b>Position Type :</b>	Full-Time Administrative Exempt	
<b>Supervisor:</b>	Deputy Director	
<b>Salary:</b>	<b>Starting Range:</b> \$65,000 - \$72,000	<b>Full Range:</b> \$65,000 - \$85,000

**Job Description**

**JOB PURPOSE:**

As a member of the Homes First team, the Resource Development Director (RDD) works to maintain and grow our well-established fundraising initiatives to support organizational growth. They develop and strengthen key individual and community donor relationships, lead fundraising events, and maintain positive communication with internal and external stakeholders.

With support from the CEO, the RDD will implement the vision and strategy for Homes First’s resource development, marketing, and communication in order to expand brand reach and elevate the organization’s recognition in the community. Their work inspires the commitment of the entire organization and the community at large in order to fulfill our mission.

**SCOPE:**

The Resource Development Director leads all fundraising activities including corporate relations, major gifts, donor relations, grant writing, and fundraising events while consistently maintaining strong donor relationships and increasing revenue.

In addition, this position is responsible for developing and implementing communication plans and strategies including, on-line giving, digital communications, key messaging, storytelling and brand experience.

**DUTIES:**

**Development and Fundraising**

- Develop and implement a comprehensive fund development plan to meet strategic objectives and financial goals.
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships.
- Develop, retain, and deepen corporate and foundation relationships in order to secure event sponsorships and other potential avenues of corporate support.
- Implement, coordinate, and optimize an annual individual giving program with customized cultivation plans while actively practicing excellent donor stewardship at all giving levels
- Collaborate with the Resource Development Committee Chair to lead and support activities of the board to inspire, develop and leverage board member talents and connections.
- Manage, coordinate and supervise the annual Real Community Hero Awards and Celebration and Heroes for Housing fundraising breakfast.
- Identify, cultivate and solicit major gift prospects in coordination with CEO and board.
- Manage grantwriting contractor in order to identify, track, apply for and steward all grant relationships including but not limited to state and local requests for proposals and private foundations. Consult as needed on contract grant writing and tracking of reports.



### **Community Outreach**

- With administrative support from the Executive Administrative Assistant, develop and implement a comprehensive year-round communication plan, which should include social media marketing, public and media relations, website content, communication/resource development materials.
- Develop and maintain strategic partnerships with volunteers, community and business leaders, and donors. Collaborate with Homes First Volunteer Coordinator on outreach efforts in this area.
- Distill case statements into a simple, clear messaging using examples, stories, and community information that are relevant and resonate with donors, volunteers, and partners.
- Supervise development department contractors in order to support these goals

### **Administration and Record Keeping**

- Monitor and evaluate progress toward fundraising goals, prepare reports for the board and recommend changes or additions to the plan, as needed.
- Create post-event fulfillment reports to analyze data and determine the marketing effectiveness for the fundraising program. Share these reports with CEO, Board, and sponsors in a timely fashion.
- Manage resource development meetings to plan milestones and requirements for fundraising activities.
- Provide staff support to the Resource Development Committee.
- In coordination with the Executive Administrative Assistant and department contractors, maintain current and accurate donor and fundraising databases, including data entry, development of protocols, and creating reports as needed.
- Manage and produce acknowledgements and thank you letters for financial and in-kind donations.

### **Leadership & Management**

- Meet with team members to gauge business needs and brainstorm ideas for fundraising programs for the coming year
- Supervise and manage all resource development department contractors including but not limited to content creators, graphic designs, admin support, printers etc., in order to maintain brand standards and achieve strategic communication and outreach goals.
- Attend and participate in team meetings with a respectful and appreciative outlook.
- Participate actively in development of program policies and procedures especially as they pertain to resource development.
- Represent Homes First in community forums, meetings and other environments as needed, or requested by the CEO.

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### **Minimum Skills & Qualifications:**

- Understand and commit to the Mission, Vision, and Values of Homes First.
- Willingness to embrace and promote the Homes First JEDI goals of Justice, Equity, Diversity and Inclusion to support a sense of belonging in our organization and the work we do.
- Bachelor of Arts in related field and 5 years direct fundraising experience and training.
- Proven record of accomplishment of success in fundraising, grant writing and direct donor solicitations.
- A strong work ethic.
- Effective written and verbal communications skills.



- Highly proficient in Customer Relations Management software and Microsoft Office Suite including spreadsheet and word processing programs, and e-mail, with an ability to maintain a high level of accuracy in preparing and entering data.
- Social Media literate.
- Analytical and problem solving skills.
- Abide by the Association of Fundraising Professionals standards for fundraisers.
- Honest, trustworthy and ethical.
- Works respectfully and effectively with team members.
- Possess cultural awareness and sensitivity to diverse stakeholders.

**Preferred Qualifications:**

- Master’s Degree level education in a related field (fundraising, nonprofit management, marketing, etc.)
- 10 Years of hands on fundraising and leadership experience
- Written and spoken proficiency in the Spanish language

**Physical Requirements:**

- Ability to read, analyze and interpret business documents
- Ability to communicate via speech, writing and hearing with employees, vendors or members of the business community
- Ability to travel to different work locations and meeting sites
- Must be able to stand; walk; reach with hands and arms
- Frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

**Work Environment:**

Employee may work in a hybrid manner. Homes First has a busy administrative office with moderate noise as well as occasional requirements to visit other offices, resident homes, construction environments and external partner sites.

**Equal Opportunity Employer:**

Homes First is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.

**Please note:** The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

*Homes First is an Equal Opportunity Employer*

*Last Updated: 10.15.2023*