



Job Title:		Resource Development Manager	
Position Type :		Full-Time Administrative Non-Exempt	
Supervisor:		CEO	
Starting Range:	\$57,923 - \$61,451	Full Range:	\$57,923 - \$68,016

Job Description

JOB PURPOSE:

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

With support from the Resource Development Director and the Resource Development committee, the Development Manager **will implement fundraising strategies** for Homes First's resource/**raised income development, assist with marketing, and contribute to communication efforts** in order to expand our ability to serve our community. **Their work supports** the commitment of the entire organization and the community at large in order to fulfill our mission.

SCOPE:

The Development Manager **supports all fundraising activities** including corporate relations, donor relations, and fundraising events while consistently maintaining strong donor relationships and helping increase revenue.

In addition, this position **assists in implementing** communication plans and strategies including, on-line giving, digital communications, key messaging, storytelling and brand experience.

DUTIES:

Development and Fundraising

- Assist in implementing 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.
- Support the cultivation and retention of corporate and foundation relationships to secure event sponsorships and other potential avenues of corporate support.
- Work with Resource Development Director to coordinate and optimize the annual individual giving program with customized cultivation plans while actively practicing excellent donor stewardship at all giving levels.
- Support the Resource Development Committee to develop and leverage board member talents and connections.
- Coordinate and help manage the annual Real Community Hero Awards and Celebration and the Heroes for Housing fundraising breakfast.
- Support the identification and cultivation of major gift prospects in coordination with the Resource Development Director.
- Use current systems to track all grant/fund writing efforts including applications from start to finish.

Community Outreach



- With administrative support, help implement a comprehensive year-round communication plan, which should include social media marketing, public and media relations, website content, communication/resource development materials.
- Help maintain strategic partnerships with volunteers, community and business leaders, and donors. Collaborate with Homes First Volunteer Coordinator on outreach efforts in this area.
- Draft compelling case statements with clear messaging using examples, stories, and community information that are relevant and resonate with donors, volunteers, and partners.
- Coordinate with development department contractors to support outreach goals.

Administration and Record Keeping

- Track progress toward fundraising goals, help prepare reports for the board and suggest changes or additions to the plan, as needed.
- Create post-event reports to analyze data and determine the marketing effectiveness for the fundraising program. Share these reports with Resource Development Director in a timely fashion.
- Support resource development meetings including tracking milestones and success 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, following protocols, and creating reports as needed.
- Produce acknowledgements, invoices, and thank you letters for financial and in-kind donations

Leadership & Management

- Participate in team meetings to gauge organizational needs and brainstorm ideas for fundraising programs for the coming year.
- Coordinate with resource development department contractors including but not limited to content creators, graphic designs, admin support, printers etc., to maintain brand standards and achieve communication and outreach goals.
- Attend and participate in team meetings with a respectful and appreciative outlook.
- Contribute to development of program policies and procedures especially as they pertain to resource development.
- Represent Homes First in community forums, meetings and other environments as directed by the Resource Development Director.

Minimum Skills & Qualifications:

- **Understand and commit** to the Mission, Vision, and Values of Homes First.
- **Willingness to embrace and promote the Homes First JEDIB goals** of Justice, Equity, Diversity and Inclusion/Belonging to support a sense of belonging in our organization and the work we do.
- **Bachelor of Arts in related field and 3 years direct fundraising experience and training** or equivalent work experience.
- **Proven record** of accomplishment of success in fundraising, funding request 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:

- Bachelor's Degree level education in a related field (fundraising, nonprofit management, marketing, etc.)
- 5+ 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:

After six months of in-office work, employee may work in a hybrid manner, if that aligns with their work plan and approved by supervisor. 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: 03.20.2025