



Housing Opportunities Made Equal

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**Position Title:** Development Officer  
**Reports To:** Executive Director  
**Status:** Full-Time, Non-Exempt

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**SUMMARY:**

In order to support the mission and philanthropy goals of Housing Opportunities Made Equal (HOME), the Development Officer will provide coordination and management of all agency fundraising initiatives. In collaboration with the Executive Director and team, the position will develop, implement and maintain an active, effective and comprehensive fund development program including direct mail, small-batch fundraising campaigns, corporate and foundation solicitation, and donor relationship management.

This is an exciting role for a candidate with a passion for civil rights and social justice; while fundraising experience is desired, HOME is willing to provide on-the-job training and coaching for a candidate who possesses the right qualifications.

**RESPONSIBILITIES AND ESSENTIAL JOB FUNCTIONS:**

**Fundraising**

- Develop and manage a comprehensive fundraising program to meet annual fundraising goals including direct mail, memberships, corporate and foundation giving, major and board gifts, and one annual signature special event (HOME’s Annual Meeting each Spring). Focus on growing current membership and donor investment, attracting new donor investment and increasing average gift amounts.
- Identify and maintain an active list of prospective corporate and foundation donors; creating appropriate moves management strategies to cultivate relationships with decision makers and ultimately solicit via corporate partnership proposals and foundation grant proposals.
- Responsible for planning and implementing a minimum of two direct mail appeals annually.
- Serve as an active prospect identifier, targeting prospective donors (individual, corporate, and foundation) for personal visits and moving annual donors through the donor pyramid into the next giving level. Make creative connections between and among people, events, programs, and their associated circles.
- In collaboration with HOME staff, plan and execute agency Annual Meeting with emphasis on maximizing revenue with corporate and table sponsorship; provide staff support to board and event committee to solicit sponsorships and auction items; invite prospective donors/members; facilitate an effective Ask at the event.

**Donor Stewardship and Cultivation**

- Coordinate stewardship and communication with donors, prospective donors, and friends ensuring messaging is relevant, timely, impactful and donor-centered. Collaborate with Business Manager

and Education Specialist on content and distribution of quarterly newsletter, annual report, and holiday cards.

- Ensure acknowledgement letters are donor-centered, impactful, specific to the gift given by the donor, and sent in a timely manner.
- Actively maintain existing donor relationships while continuously targeting and facilitating new opportunities to contribute to HOME's funding; build meaningful, long-term relationships with existing and prospective members and donors.
- Ensure that donor benefits related to individual and corporate gifts are fulfilled; assist in the preparation of all required reports to funding sources.
- Serves as primary staff support to board-level Planned Giving Committee to identify and grow planned giving donors; assists with implementation of planned giving strategy by communicating opportunities to donors often consistently and often.

#### **Donor Database Administration**

- Effectively use donor management system (Neon) to track giving and biographical information on members and donors.
- Work with Receptionist to ensure timely and accurate gift processing, data entry and gift acknowledgment.
- Ensures accurate records are kept, information can be retrieved as needed, and funds are being used in accordance with donor wishes.
- Become proficient at running pertinent reports and regularly tracking revenue to goal including: monthly fundraising reports, tracking appeal and event ROIs, and creating queries and exports, as needed.
- Perform other duties as assigned.

#### **QUALIFICATIONS:**

- A combination of education and experience equivalent to a Bachelor's Degree and a minimum of three years of experience in fundraising, communications, business or non-profit.
- Results-focused, with a strong commitment to reaching fundraising goals.
- Knowledge of fundraising principles and practices.
- Initiative and independence in carrying out responsibilities.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands; detail oriented with strong analytical and planning skills.
- Strong self-motivation and the ability to work as a team member.
- Must be able to work in an environment of constant demands and frequent interruptions.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, a spirit of cooperation, and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral; ability to communicate effectively and relate well to donors, volunteers, clients and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of HOME.
- Commitment to maintain confidentiality and a high degree of accuracy in donor records.
- Aptitude for the management and effective use of information systems in support of a development program. Demonstrated proficiency in MS Office applications, spreadsheet development, accurate data management, document formatting and proofreading skills.