

## AFFIRMATIVE ACTION POSTING

### **Board of Directors**

Nancy M. Blaschak  
*Chair of the Board*  
Leslie A. Vishwanath  
*Senior Vice Chair*  
Philippe P. Deterville  
*Vice Chair*  
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*Secretary*  
Andrea D. Mays  
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Marcus O. Brown  
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Erin Carman  
Charles H. Cobb, Esq.  
Charles E. Colston  
Diana Cooke  
Deshawn A. King  
Elliot Raimondo  
Todd G. Vaarwerk  
Bradford R. Watts  
M. DeAnna Eason  
*Executive Director*

### **Friends of HOME**

Joan K. Bozer  
Hon. Byron W. Brown  
Michael K. Clarke  
Regent Dr. Catherine Collins  
Arthur O. Eve  
Hon. Joel P. Feroletto  
Rhonda Frederick  
Dr. Carl Granger  
Hon. Betty Jean Grant  
Hon. Mark J. Grisanti  
George M. Hezel, Esq.  
Hon. Brian Higgins  
Hon. Kathleen C. Hochul  
Christopher Hull  
John J. Hurley, Esq.  
Arthur H. Hyde  
Norman E. Joslin  
Hon. John J. LaFalce  
Most Rev. Richard J. Malone  
Anthony M. Masiello  
Brenda McDuffie  
Eugene Meeks  
Janet B. Meiselman  
Hon. Crystal Peoples-Stokes  
Jack Quinn  
Hon. Gregory P. Rabb  
Hon. Sean Ryan  
Ruth Kahn Stovroff  
Dennis C. Walczyk  
Denis J. Woods

### **JOB TITLE:**

**DEVELOPMENT OFFICER**

### **AGENCY:**

Housing Opportunities Made Equal is a nationally recognized civil rights agency which, since 1963, has led the struggle for fair housing in Western New York. HOME operates under government contracts to assist victims of housing discrimination, conduct educational programs, and provide mobility and housing counseling services

### **QUALIFICATIONS:**

B.A. or B.S. in communications or business related field plus experience in fund development or communications OR an Associate's Degree plus three years of relevant experience, and a passion for civil rights. Preference given to candidates with grant writing experience, a demonstrated ability to build relationships with donors, and experience with donor management databases. Experience with NeonCRM is a plus. \$39,520 plus a benefit package which includes health insurance, retirement, long-term disability insurance as well as paid time off.

### **STARTING SALARY:**

### **Responsibilities**

Under the supervision of the Executive Director, the Development Officer is responsible to coordinate all fund development activities for contributed income—including memberships, donor designations, corporate gifts, major gifts, and planned giving.

Specific responsibilities of this position include:

- Establishing and cultivating donor relationships,
- Providing primary staff support for fundraising and friend-raising events,
- Identifying prospective funding sources and preparing of funding proposals,
- Implementing a program of membership recruitment and retention,
- Managing a grant proposal calendar and, developing grant proposals,
- Managing the donor management tracking system,
- Managing special events, including sponsorship and in-kind donations,
- Providing support for the activities of Board committees with roles in fund development,
- Coordinating communications with donors, and prospective donors, and
- Assisting in the preparation of reports to funding sources.

### **Application process:**

Submit a cover letter and resume to HOME Inc., 1542 Main St, Buffalo, NY 14209 by Friday, May 31, 2019 or by email to [deason@homeny.org](mailto:deason@homeny.org).

HOME is an equal opportunity employer.