

Compass Affordable Housing, Inc.
Development Manager

Position Title: Development Manager
Reports To: CAH Chief Executive Officer

Summary: The Development Manager will play a significant role in managing the organization's fundraising strategies and practices. The position is responsible for donor cultivation and will proactively engage with existing and potential donors. The successful candidate will keep up with best practices in fundraising and work collaboratively with CAH staff to mobilize all aspects of development and public relations activities. This position includes management of the CAH annual fundraising event and giving campaigns, donor database/file management, direct mail appeals and special events. The Development Manager will work closely with the Chief Executive Officer, Board President and the Board Fundraising Committee.

Essential Duties and Responsibilities

1. Strategize, cultivate, maintain, and/or expand ongoing relationships with current and new financial supporters in partnership with the CEO and Board President;
2. Maintain the donor database and ensure donors are appropriately recognized and in a timely manner;
3. Design and implement annual campaigns, annual reports and other events and activities in order to raise funds for annual operations, strategic programs, and future support;
4. Initiate and maintain relationships with community businesses and organizations with the purpose of supporting and building resources for programs;
5. Oversee the public relations, website and social media for the agency
6. Manage donor relations through a variety of communication methods, meetings and small events;
7. In conjunction with the CEO and CAH staff write for, monitor and report on grant activities;
8. Maximize opportunities to present CAH to the community with the goal of expanding donations and support
9. Establish & maintain procedures for tracking major and planned giving donors
10. Attend meetings and represent CAH in the community and provide public speaking and community presentations;
11. Maintain current knowledge of best practices and principals of fundraising;
12. Maintain a collaborative working relationship with leadership staff and support the team and Board Committees with reports and other duties as assigned;
13. In conjunction with staff and volunteers, manage major fundraising events;
14. Follow personnel, financial, and confidentiality policies and procedures; and
15. Other administrative duties required for the position or as assigned.

Qualifications/Skills and Experience:

- Proven track record in developing and implementing successful fundraising campaigns;
- Experience in securing major gifts from individuals, foundations and/or corporations;
- Experience with grant research, writing, and reporting;
- Outstanding grammar and writing skills;
- Good presentation, communication and listening skills with the ability to develop and maintain positive relationships;

- Strong organizational skills, attention to detail, and the ability to work collaboratively as well as independently;
- Creative thinking skills to plan and execute strategies in conjunction with organization's overall goals, mission, and challenges; and
- Experience in Microsoft Office suite (Word, Excel, PowerPoint , Publisher) Word Press, Adobe PDF Pack, Bloomerang or other donor data base, and other fundraising tools, as they pertain to the electronic maintenance of donor tracking, acknowledgments, communication, and event notifications.

OTHER ESSENTIAL QUALITIES

Candidates must possess essential personal qualifications including, at a minimum:

- Passion for and a commitment to the mission and vision of CAH
- Proven ability to work in a stressful environment with many distractions;
- Unquestionable integrity;
- Sound Initiative;
- Dependability; and
- Good judgment.

EDUCATION AND EXPERIENCE QUALIFICATIONS

1. Bachelor's degree
2. Three years' consistent work experience focused on fund development
3. Detail-oriented individual with excellent organizational skills.
4. Ability to take the initiative and manage time to get work done accurately and timely.
5. Experience supervising staff or volunteers.
6. Ability to comprehend and learn about CAH, and its activities, programs and policies and procedures.
7. Communicate regularly with supervisor and staff.
8. Subject to satisfactory background check as well as personal reference checks.
9. Ability to listen and act on constructive feedback.
10. Must maintain a professional and solution-oriented demeanor.
11. Able to lift up to 30 lbs. and have reliable transportation and currently hold a good driving record.

Compensation: \$35,000 to \$45,000 dependent upon experience. Includes medical/dental, sick time, PTO, Holidays and other benefits. Full-time or part-time is available.

Send cover letter, resume and references to infoCAH@compassaffordablehousing.org.