

Position Title: Development Director

Home ReSource seeks a mission-motivated, detail-oriented, people-person with excellent communication skills to lead the organization in fund development. The successful candidate will consider and develop creative fundraising programs that complement our sustainability mission in addition to securing individual and corporate gifts, grant funding and supporting successful events to achieve programmatic fundraising goals and support the board in a capital campaign. Home ReSource collects and sells reusable building materials to reduce waste and build a vibrant and sustainable local economy.

Job Summary

Home Resource's retail and deconstruction operations are currently the primary source of funds for our non-income-generating community sustainability programs. This full-time position supports Home ReSource's Executive Director and Board of Directors to direct and implement the fundraising plan and achieve fundraising goals to substantially fund those programs and the build-out of our site. The Development Director works closely with the management team but does not supervise staff and reports to the Executive Director. Salary depends on experience. Home ReSource has a competitive benefits package.

Job Duties

Work with ED and BOD to create and implement a successful, diversified Home ReSource-specific fundraising program and culture.

Lead BOD and Staff to achieve fundraising goals through

Individual Donor Development:

- In conjunction with the Executive Director develop and implement major donor identification and cultivation strategies to solicit both operational and capital campaign giving.
- Manage donor data.
- Implement funding strategies to increase organizational awareness in the community and identify new donors at all levels of giving.
- Lead donor recruitment and appeals.
- Manage donor thank you and other stewardship and appreciation efforts.
- Identify ways to integrate fundraising into other aspects of Home ReSource's operations.

Corporate Donors

- In conjunction with the Executive Director, develop and implement corporate donor strategies and solicitation materials.
- Help identify and secure corporate donations, including CRA donations.

Grant Writing & Reporting:

- Research new foundations/funding possibilities.
- Developing relationships with foundations.
- Draft and edit grant applications and grant reports
- Assist in evaluating programs and gathering organizational data to support funding requests.

Annual Events:

- Help secure sponsorships for our annual events: Spontaneous Construction and Home ReSource Banquet & Benefit Auction.
- Direct Celebrating Reuse, Building Community, our annual banquet & benefit auction.

Generating and implementing non-traditional, sustainable funding sources for programs and capital campaign.
Other tasks as needed at the discretion of the Executive Director

Preferred Knowledge, Skills and Abilities

5yrs experience with non-profits and 2 years of experience in development

Excellent written and oral communication skills

Personable, hard-working, highly-motivated, and detail-oriented

Committed to helping build our mission-driven organization

Works well alone and as a team with diverse individuals

Proficient in Microsoft office and donor database management (Home ReSource uses Little Green Light)

Commitment to Home ReSource mission and vision

Not afraid to get your hands dirty

To Apply:

Send a cover letter, resume and names and contact information for three references to jobs@homeresource.org.

We began reviewing applications January 16th.