



## **Position Title:** Development Manager

**Home Resource** is a nonprofit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is seeking a dynamic leader to fill this full-time position within our organization. The desired candidate will have the skills, knowledge, and passion needed to grow, resource, and strategically manage our fundraising initiatives, and work with Home ReSource and the community to cultivate a local culture and economy built on the principles of sustainability. 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 organization in a capital campaign.

### **Job Summary**

This position works closely with Home ReSource's Executive Director, fundraising committee and grants contractor to manage and implement the organizational fundraising plan in support of community sustainability programs and Home ReSource's vision and mission, and assist with fundraising efforts to support the build-out of our site. The employee in this position may manage interns and volunteers and chairs the fundraising committee, but does not supervise staff. The Development Manager will help identify fundraising growth opportunities, collaborate closely with partner organizations and Home ReSource staff, and positively represent the organization in public.

### **General Responsibilities**

- Support and embody Home ReSource's mission, vision, and organizational culture
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and help generate community support for all aspects of the organization
- Have and use effective public relations & interpersonal skills
- Work cooperatively & communicate effectively with other staff, community partners, and the public.
- Maintain confidentiality with personnel issues and donor and customer information as needed

### **Position Responsibilities**

Work with ED and BOD to create and implement a successful, diversified Home ReSource-specific fundraising plan, and continue working to strengthen the organization-wide culture of philanthropy. Help generate and implement nontraditional, sustainable funding sources for programs and capital campaign. This person will lead BOD and staff to achieve fundraising goals through fundraising strategy development, individual/corporate donor development, grant writing and research, event planning, and communications and outreach.

- Ensure and maintain effective systems that support the development program, including managing donor data and solidifying database and information management best-practices across the organization.
- Implement strategies to increase awareness of Home ReSource and our Community Sustainability Programs in the community.
- Establish and refine Home ReSource's fund development strategies and plan; implement a development program to raise financial support for our Community Sustainability Programs with the Executive Director, the Board of Directors, and the Fundraising Committee and staff.

- Work with the Executive Director and Finance Manager on preparing and adhering to the annual development budget.
- Identify ways to integrate fundraising into all aspects of Home ReSource, including store operations and education initiatives, and help train staff and BOD in fundraising techniques such as gift solicitation and cultivation.
- Establish and maintain an internal reporting system on fund development progress.
- Work to establish positive relationships with community leaders and existing donors while seeking new partnerships with community businesses, vendors, and individuals for expanded program support.

#### Individual Donor Development:

- In conjunction with the Executive Director, help implement major donor and corporate donor identification and cultivation strategies to solicit both operational and capital campaign giving.
- Identify new donors at all levels of giving and develop strategies and techniques for continual expansion and cultivation of prospective donors and gift amounts.
- Direct research to identify donor prospects and obtain information concerning financial capacity, special interests, past history and relationship with Home ReSource.
- Develop and execute plans for donor recognition, retention, renewal and upgrade.
- Support development and implementation of capital campaign for build-out of Home ReSource's current site.
- Help identify and secure corporate donations, including CRA funds from financial institutions.

#### Grant Writing & Reporting:

- Research new foundations/funding possibilities and help develop relationships with foundations.
- Work with contract grant writer to produce grant proposals and reports and track deadlines.
- Understand and help produce program budgets for grants.
- Assist in evaluating programs and gathering organizational data to support funding requests.

#### Annual Events:

- Help secure sponsorships and donations for our annual events: Spontaneous Construction and Home ReSource Banquet & Benefit Auction.
- Work with staff and events committee to put on an excellent annual banquet & benefit auction.

#### Communication & Outreach:

- Work with appropriate staff to develop and implement an effective communication (outreach and marketing) plan for Home ReSource's community programs, including print and social media, and maximize use of the website to build annual giving and community awareness.
- Represent Home Resource in the community in conjunction with Executive Director, Programs Director, and Board members.
- Work with Executive Director on strategy and messaging of fundraising materials such as annual appeals, brochures, and campaign packets.

Other tasks as needed at the discretion of the Executive Director.

#### **Skills Required**

- Interpersonal skills, ability to positively and respectfully communicate with all people where they are at
- Problem-solving, team-building, and conflict resolution skills
- Ability to manage interns, volunteers and other program supporters
- Highly organized, ability to adhere to multiple project deadlines
- Proven success in building, facilitating and managing relationships with diverse groups of community stakeholders

## **Essential Functions**

- Excellent verbal and written communication, including ability to speak on behalf of the organization
- Ability to manage people and programs in a fast-paced environment
- Ability to work 40hrs/week, set priorities and achieve goals
- Be adaptable to rapidly changing circumstances
- Knowledge of metrics, data entry and tracking

**Pay/Hours:** 40hrs/week. Salary range: \$36,000 - \$42,000 depending on experience; however, we will consider candidates for positions ranging from Development Coordinator to Development Director with compensation commensurate to the position.

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

## **Minimum Qualifications**

- Computer proficiency using Windows based software (Word, Excel, Email, and Internet)
- Non-profit administration and management experience
- MT driver's license

## **Preferred Qualifications**

- 3-5 years of nonprofit fundraising experience
- Demonstrated experience building relationships
- Familiarity with community-based fundraising, sustainable practices, including triple-bottom line businesses and zero waste.
- Demonstrated commitment to community engagement, social justice, and zero waste
- Ability to work with a variety of individuals effectively and respectfully, including program participants of diverse ages, backgrounds, and abilities
- Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job

## **Skill Development and Performance Reviews**

Home ReSource employees participate in all in-house trainings, and management-level staff attend at least one outside professional development opportunity each year. All Home ReSource employees undergo an annual performance review that includes feedback from supervisors, supervisees, and peers.

**How to Apply:** Submit a resume, cover letter, and three references to [jobs@homeresource.org](mailto:jobs@homeresource.org) by January 29<sup>th</sup>.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

