



Position Title: Campaign Director

Home ReSource is a non-profit 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 hiring a dynamic development professional with the skills, knowledge, and passion to manage, implement and deliver capital campaign fundraising. We strongly encourage people of color, people across the LGBTQ+ spectrum, and anyone who has experienced systemic oppression to apply.

Job Summary

The Campaign Director has overall responsibility for the execution of the capital campaign, including prospecting for and cultivating major campaign gifts, managing donor relationships, providing support of the Executive Director's campaign activities, and other campaign responsibilities as assigned. This position ensures the successful implementation of the campaign goals through the active management of a prospect portfolio of campaign donors. The Campaign Director is a key member of the Campaign Committee and helps ensure a robust and diversified income stream that includes campaign contributions from individuals, foundations, and corporations. This is a highly visible position and will be supervised and evaluated on overall performance and production.

Reports to: Executive Director

General Responsibilities

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and embody Home ReSource's justice, equity and anti-racism values and guidelines
- 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
- Work cooperatively and communicate effectively with staff, community partners, donors, and in public
- Maintain confidentiality with personnel issues and donor and customer information as needed

Position Responsibilities (includes overall fund development strategy and implementation and grants)

- Develop, implement, execute, and evaluate campaign fundraising, and overall cultivation and solicitation strategies and actions for campaign prospects
- Help develop, oversee, and coordinate overall fundraising efforts for Home ReSource, and support prospect development in alignment with the mission and campaign activities
- Retain and motivate existing donors while identifying, researching, cultivating, and soliciting all campaign prospects, including, but not limited to, individuals, foundations, and corporate sources
- Prepare high quality donor correspondence including cultivation materials, direct mail, solicitation letters, grant proposals and reports, project budgets, and acknowledgement letters
- Oversee the implementation of the organization's overall strategic growth, guided by the fundraising plan, campaign goals, and culture of philanthropy
- Ensure that all development efforts follow Home ReSource priorities and policies by coordinating efforts with administration and Board of Directors
- Prepare reports for campaign, major gifts, grants, and other fundraising efforts and outcomes and provide them to Campaign Committee, Development Committee, Board of Directors, and staff
- Ensure appropriate recognition of contributors – both campaign and annual supporters
- Train and lead other staff to support fundraising efforts
- Build a comprehensive, sustainable, long-term fund development program with development and admin staff
- Complete other duties as assigned



Skills Required

- Demonstrated public relations and interpersonal skills, ability to positively and respectfully communicate with all people where they are at
- Ability to plan, design, and deliver excellent development programs
- Problem-solving, team-building, and conflict resolution skills

Essential Functions

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

Minimum Qualifications

- Computer proficiency with databases and Windows-based software (Word, Excel, Email, and Internet)
- Non-profit administration and management experience

Preferred Qualifications

- 3-5 years progressive experience in non-profit development positions with successful practice in fundraising and securing five- and six-figure gifts
- Broad knowledge of solicitation and prospecting strategies
- Demonstrated ability to take initiative to get things done, drive to deliver excellent work and to help others succeed
- Familiarity with sustainable practices, including triple-bottom line businesses and zero waste
- Demonstrated commitment to community engagement, social justice, and zero waste
- Ability to work and communicate with a variety of individuals effectively and respectfully, including program participants of diverse ages, backgrounds, and abilities
- Optimistic and team-oriented; works cooperatively and effectively with other staff, agencies, and professionals in the community

Pay, Hours: 40hrs/week. Salary range: \$60,000 - \$66,000 depending on experience and qualifications

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.

Skill Development and Performance Reviews

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

How to Apply: Submit a resume and cover letter via Submittable. See our [website](#) for more information.

We will begin reviewing applications Jan 3rd, 2022, but the position is open until filled. We encourage diverse applicants! If you have 75% of the skills listed, please apply. References will be requested from candidates that we interview.

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.