



Position Title: Philanthropy Officer

Home ReSource seeks an enthusiastic, positive, mission-driven people-person to fill the new full-time position of Philanthropy Officer. The staff will join a dedicated workforce supporting the organization's mission as a leading nonprofit community sustainability center in Missoula, Montana with a building materials reuse store & job training, education, and zero waste programs. We believe that an integrated approach to social change that addresses all aspects of sustainability – social, economic, and environmental – is essential to a truly vibrant future. We strongly encourage people of color, people across the LGBTQ+ spectrum, and anyone who has experienced systemic oppression to apply.

Job Summary: The Philanthropy Officer will work to establish long-term, institutional relationships with major donors, and will work to support those relationships in other staff and high-level volunteers. The successful candidate will be expected to adhere to the highest ethical standards, understand the nuances of relationship-based solicitations, reflect an optimistic and positive attitude, and enjoy working independently and with little supervision while also engaging with an active and committed staff.

Reports to: Director of Philanthropy; works closely with Executive Director, Board of Directors, other staff, donors and volunteers.

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
- Coordinate and communicate effectively with all HR staff on relevant topics; maintain confidentiality as appropriate
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, & help generate community support for all aspects of HR
- Have and use effective public relations & interpersonal skills
- Be accountable for yourself and your actions
- Work cooperatively and effectively with other staff, agencies, and professionals in the community

Position Responsibilities

Primary responsibility for donor relations, including:

- Solicit financial gifts from constituents, including planned gifts, with special attention to major gifts (\$1,000 or more annually)
- Cultivate meaningful relationships with major gift prospects, managing all cultivation activity with the donor, including engagement opportunities and all volunteer efforts
- Learn Home ReSource initiative and program details, assisting donor communication efforts to effectively communicate their value
- Work collaboratively and effectively with the Executive Director, Director of Philanthropy, board members and other volunteers to cultivate, solicit and steward donors



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- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations
- Document interactions with prospects and volunteers
- Meet monthly activity goals, tracking successful contacts and meaningful interactions (moves) with prospects
- Participate in all aspects of the donor engagement cycle:
 - Initiate contacts with potential major gift donors
 - Qualify contacts as prospects for cultivation
 - Develop appropriate cultivation strategies for them, including working with volunteers
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure
 - Coordinate solicitations with volunteers
 - Make solicitations when appropriate
 - Maintain and monitor stewardship activity with donors

Skills required

- Leadership and interpersonal skills, ability to positively and respectfully communicate with all people
- Able to problem solve using team-building and conflict resolution skills

Essential Functions

- Excellent verbal and written communication skills and ability to speak on behalf of the organization
- Ability to work 40hrs/week in a fast-paced environment and be adaptable to rapidly changing circumstances
- Know & implement Home ReSource policies and procedures, including store SOPs

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, store discount, 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.

Hours, Pay - 40 hrs/week. \$50,000 to \$55,000

Minimum Qualifications

- Computer proficiency using Windows-based software (Word, Excel, Email, and Internet)
- Non-profit or relationship-based sales experience in a work or volunteer setting required.

Preferred Qualifications

- 2+ years of non-profit, sales and or donor cultivation experience
- Ability to work with a variety of individuals of diverse ages, backgrounds, and abilities effectively and respectfully
- Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job
- Optimistic and team-oriented; works cooperatively and effectively with staff, businesses, and professionals in the community
- Experience with donor/customer relationship management (CRM) database solutions
- Experience with or knowledge of planned gift options
- Demonstrated commitment to the core sustainability principles of Home ReSource



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- Strong communication (written and oral), and interpersonal skills
- Strong interest in non-profit sector

Skill development and Performance Review

Home ReSource employees participate in all in-house training, and management-level staff attends 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.

COVID-19 Considerations

Home ReSource is taking safety precautions during COVID-19. We require all staff to adhere to these safety precautions which may include but are not limited to: wearing a mask (PPE provided), washing hands upon building entry and frequently throughout the day, and following social distancing guidelines in and out of the workplace.

How to Apply: Submit a resume, cover letter, and a list of three references to the Director of Philanthropy via Submittable.

Application deadline: The position is open until filled. We will start reviewing applications June 15, and plan to initiate phone screenings starting July 1.

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.

For more information, go to www.homesresource.org