



## **Job Announcement**

**Title:** Development Associate

**Regular Full Time:** 40 hours/week Monday – Friday

**Salary Range** \$72K to \$75K

**Position Reports to:** Deputy Director

**Job Classification:** Exempt

“You saved my life!” We hear this on a regular basis. Would you like to join our team of lifesavers and change-makers?

Working in close collaboration with the Development Team, the Development Officer will contribute to the fundraising and storytelling infrastructure that supports the amazing work of ending homelessness in Marin County.

This is an exciting opportunity for a mission-driven hands-on team player to join our vibrant and cutting-edge nonprofit organization.

Homeward Bound is Marin County's primary provider of housing and shelter for single individuals and families experiencing homelessness, offering short- and long-term supportive housing, job-training and placement, and services. Our mission is “Opening Doors to Safety, Dignity, Hope, and Independence.”

We are seeking someone special. Is it you? We will consider both fundraising professionals with a proven track-record and those who have transferable skills and are seeking a growth opportunity.

### **Responsibilities**

- **Enhance existing major donor relationship strategy:** Building on the efforts and relationships already in place, work with the Development Team to identify and retain key major donors by building recognition strategies and communication plans.
- **Social Enterprise:** Participate in marketing social enterprise products to diversify agency revenue streams.

- **Communications:** Assist in all agency marketing efforts, including the dissemination of client success stories, promoting social enterprises such as our product lines and special events venue, as well as capital campaigns.
- **Help the team initiate and sustain a Planned Giving Program:** Based on guidance from our consultants, assist with the implementation and coordination of a new Legacy Circle/Planned Giving Program.

## Qualifications

- **Development/Fundraising:** Proven success in fund development for a nonprofit organization. Experience with capital campaigns, planned giving, special projects, and government grant sources, as well as fundraising from multiple donors, is preferred.
- **Project Leadership:** Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors.
- **Resourceful:** Skilled in taking initiative and actively deepening current donor relationships as well as eagerness to forge new ones.
- **Communications and Storytelling:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility presenting materials to external audiences.
- **Interpersonal Communication:** Ability to skillfully explain the value of our work and our positions on key issues, as well as responding sensitively to key stakeholders.
- **Collaboration:** Effective at working with others to reach common goals and objectives.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization, and externally with key community members.
- **Event Planning:** Experience planning and implementing multiple fundraising or relationship-building events.
- **Donor Database Management:** Experience of entering data and pulling reports from a donor management system; knowledge of eTapestry/Blackbaud a plus
- **General:** Ability to multi-task; meet a flexible work style, be detail oriented and well-organized, meet deadlines, work independently and as part of a team in a fast-paced environment, including evenings and weekends when required.

## Education

- BA/BS required, Graduate degree in related field a plus

## Salary and Benefits:

- Annual salary of \$72K to \$75K. We offer a competitive benefits package which includes 100% employer paid medical, vision and dental insurance, 120 vacation hours per year, and the ability to contribute to a 403b retirement plan with a discretionary employer match.

## **EQUAL OPPORTUNITY**

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always been and continues to be Homeward Bound's policy that employees should be able to enjoy a work environment free from all forms of harassment and discrimination. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.

## **BACKGROUND CHECK(S)**

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.