



## JOB DESCRIPTION

### Fund Development Director

#### Summary and Purpose:

Housing Resources Bainbridge (HRB) seeks a dynamic, community-minded professional committed to equity and excited by learning to serve as Fund Development Director. The Fund Development Director plays a lead role in planning and executing a comprehensive fundraising program that will position HRB for growth and success in fulfilling its mission. This includes developing fundraising strategy, organizing events, cultivating and soliciting major donors, engaging with community partners, and capital campaign leadership and management. This position works closely with the Executive Director, Communications Director, Board, and Board's Fund Development and Capital Campaign Committees.

**Reports to:** Executive Director

**Schedule:** 28 – 40 hours per week

**Compensation:** \$60,000 – \$68,000 (FTE)

**Benefits:** Health and dental benefits (for employees working 30+ hours per week); matching IRA after one year; vacation, sick and holiday pay

#### Responsibilities of this position:

##### Fundraising:

- Lead a partnership with the Executive Director and Board of Directors to create and implement a fund development plan to meet or exceed an annual operating goal of \$1M.
- In partnership with the Executive Director and Campaign team lead and manage a multi-year capital campaign.
- Manage the Fund Development Committee of the board in their role assisting the organization with fundraising and relationship development.
- Work with the Executive Director to build a moves management-oriented major gifts effort that leverages and cultivates relationships with donors.
- Analyze trends in annual giving, identify opportunities and challenges, and develop strategies to ensure goals are met.
- Identify and develop relationships with businesses to increase sponsorships for events.
- Lead and supervise fundraising events including volunteer recruitment, committee support, budget development and management, event planning, management and evaluation, and solicitation of sponsorships and gifts in kind.
- Oversee fund development and report quarterly for Committee and Board meetings.
- Manage donor database, including processing gifts and generating reports; write thank you letters.

**Communications:**

- Build relationships with community stakeholders, donors, and others to promote the organization's mission and values.
- Work with Communications Director to develop a comprehensive communication plan that implements the organization's goals.
- Represent HRB at public events to raise visibility in the community.

**Qualifications:**

- Passion for HRB's mission and values and a desire to keep learning about affordable housing—the policies, programs, history, and implications for social justice.
- College degree or equivalent experience; certificate in fundraising management desirable.
- Fundraising management, special events planning and management, volunteer resources management.
- Knowledge of local and regional grant makers and programs, state and federal legislation affecting nonprofit giving.
- Proficiency with Salesforce, Microsoft Office, and other technology as needed.
- Strong writing, public speaking, and interpersonal skills.
- Minimum 5 years' experience with increasing responsibilities for fundraising and demonstrated results.
- Understanding of nonprofit, housing/social services sector.
- Ability to work flexible hours occasionally.

**To apply:** Please send resume and cover letter to Executive Director Phedra Elliott at [phedra@housingresourcesbi.org](mailto:phedra@housingresourcesbi.org).

**About Housing Resources Bainbridge:**

Founded in 1989, Housing Resources Bainbridge (HRB) is Bainbridge Island's only nonprofit affordable housing provider and advocate. As a community land trust, we conserve land for permanently affordable housing, for rent and sale.

Stewardship is a key component of the land trust model. We offer rental assistance with social services to increase financial self-sufficiency, shepherd prospective owners through the home-buying process, and support current owners in maintaining the physical and financial health of their homes. We also help older adults and people with disabilities age in place by performing home repairs and modifications.

To those at risk of displacement and homelessness, HRB provides not only housing stability, but access to the strong schools, clean air, and safe neighborhoods of Bainbridge. In this way, we are promoting social and economic mobility and building a more equitable society. We believe that a strong community is an inclusive one.

Housing Resources Bainbridge (HRB) is an equal opportunity employer committed to strengthening our workplace through equity, diversity, and inclusion. Pursuant to federal, state, and local law and our personnel policies, we do not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income.