



Associate Director of Development Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Associate Director of Development reports to the Chief Development Officer. The ideal candidate will possess sufficient leadership abilities and can demonstrate a successful track record in fundraising. The incumbent is responsible for motivating and guiding a high-performing team composed of annual giving, grant writing, volunteerism and special event functions within the department. This position will play a key role in the planning and implementation of annual and multi-year strategies to increase philanthropic support. This position will also maintain an appropriate portfolio of donors and donor prospects.

Responsibilities include, but are not limited to:

Supervision of department staff – 70%

Supervises the Grants Manager, Annual Fund Manager, AmeriCorps VISTA and Volunteer & Special Events Coordinator.

Grant writing and post-award management – 15%

This position is also responsible for helping to ensure funding proposals are sufficient.

Donor engagement – 15%

Develops and manages, in tandem with the CDO, a personal portfolio of prospects as the basis for achieving annual fundraising revenue targets to include interactions with corporate, foundation and individual donors and donor prospects.

Performs other related duties as assigned.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.

- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's degree required.
- Successful experience in prospect research, cultivation, solicitation and stewardship of corporations, individuals, foundations, and organizations.
- Team-oriented thinker and strategist able to effectively respond to complicated situations must have a dynamic and detailed personality.
- Ability to identify and assess potential strategic linkages among the organizations vision to the prospective corporate, foundation, organization and individual donors.
- Excellent oral and written communication skills.
- Ability to lead and work as a member of a team to achieve defined objectives on time and within budget.
- Ability to work effectively with a wide range of individuals from diverse backgrounds.
- Excellent organizational and time management skills.
- Knowledge of and verifiable experience in fundraising.
- Demonstrated experience in cross-organizational collaboration
- High attention to detail
- Ability to perform and respond under pressure
- Experience completing time-sensitive tasks

Supervisor:

Chief Development Officer

Salary and Benefits:

Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send resume, cover letter and salary requirements in MS Word format to HR@BeyondHousing.org by Friday, June 28, 2019. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.