



Fund Development Manager

Housing Resources Group (HRG) is a highly-respected, non-profit organization in the Seattle area. HRG seeks a dedicated and innovative Fund Development Manager to create, coordinate and manage the organization's fund development activities. Plan, develop and manage the implementation of relationship-building activities, annual and long-term giving programs, marketing and materials, and related activities. The Fund Development Coordinator reports to this Manager.

HRG offers an uplifting work environment with a diverse group of highly talented professionals who are committed to our mission of making excellent affordable housing available to the residents and communities that we serve. HRG has flourished for 27 years through leadership, vision, entrepreneurial spirit, and a commitment to our values of respect, integrity, community and excellence.

Job Responsibilities include:

- ◆ Write and implement an effective fund development plan, including strategies for annual giving, corporate and foundation giving, major gifts & planned giving and capital campaign future planning.
- ◆ Identify and manage communications with current and potential donors.
- ◆ Provide support to Executive Director, the Board of Directors Fund Development Committee and board members for donor meetings and fund development strategies.
- ◆ Manage process to establish and maintain HRG's visual identity and brand.
- ◆ Create consistent and effective materials (case statement, brochures, press releases, banners, internet, etc) to communicate HRG's mission and success to various constituencies.
- ◆ Identify granting organizations with appropriate focus areas for Housing Resources Group's mission and activities and write grants.
- ◆ Oversee general HRG communications for employees and residents.

Minimum Qualifications:

- ◆ Bachelor's Degree in Business Administration, Nonprofit Leadership, or a related field, and 5+ years experience as a fund development professional (equivalent education/experience may be substituted for stated requirements).
- ◆ Demonstrated experience in creating and implementing innovative and successful fund development strategies.
- ◆ Knowledge and experience with fundraising database applications.
- ◆ Successful history of effective project management.
- ◆ Demonstrated ability to write successful grant applications.
- ◆ Demonstrated ability to work effectively independently and collaboratively as part of a team.
- ◆ Superior oral and written communication skills
- ◆ Strong time-management, organization and prioritization skills
- ◆ Proficient in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Internet Explorer as well as Photo Shop or Publisher.
- ◆ Experience working with a diverse group.
- ◆ Commitment to the mission and goals of the organization

- ◆ Stable employment history
- ◆ A personal/professional style that is, above all, ethical, diplomatic, positive and credible – with a healthy dose of humor.

Desired Qualifications:

- ◆ CFRE certification
- ◆ Prior supervisory experience
- ◆ Experience in successful cause marketing
- ◆ Knowledge or work experience in affordable housing, property management, or facilities management industries.
- ◆ Prior budget management experience
- ◆ Contract negotiation skills

Other Position Requirements:

- ◆ Candidates selected for this position must pass a criminal history background check prior to employment with Housing Resources Group.
- ◆ A personal vehicle is not a requirement of this position. However, if using a personal or company-owned vehicle in the performance of job duties associated with this position, incumbent must possess and maintain a valid Washington State Driver's License, the appropriate amount of automobile insurance, and a safe driving record.

An attractive and competitive salary and benefits package commensurate with experience will be offered to the right candidate.

To apply for this position: please submit a resume and a cover letter expressing your interest in the position to jobs@hrq.org or fax to 206-623-9404. HRG is located at 1651 Bellevue Avenue, Seattle WA 98122.

Please visit our website for a full job description and more information about HRG.

Housing Resources Group (HRG) is an equal opportunity employer. No applicant will be discriminated against because of race, color, sex, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, sensory or mental or physical handicap, or disabled veteran, Viet Nam era veteran or current military status.