



## **Manager of Fundraising and Operations**

The Capitol Hill Housing Foundation is a new non-profit supporting Capitol Hill Housing and its extraordinary work in affordable housing and community development. The Capitol Hill Housing Foundation (the foundation) will mobilize resources for the 1100 households, 377 kids and 42 buildings that make up the Capitol Hill Housing (CHH) community. Helping families, keeping rents affordable, and supporting new building development, the foundation will keep our neighborhoods and CHH strong. Directing communications for CHH, the foundation will connect CHH's mission and work with the community.

The Manager of Fundraising and Operations is responsible for grant acquisition, individual and major gifts development, managing donor events and overseeing the foundation's finances. The Manager of Fundraising and Operations works directly with the foundation's Executive Director, the 11 member foundation board, Americorps Vista Members, and members of the Capitol Hill Housing staff. This is a full-time exempt position scheduled to begin June 1, 2010, paying \$ 45,000 (DOE).

### **DUTIES:**

Grants Acquisition - Foundation and Corporate giving

- Lead on grant development, writing and reporting
- Maintain grant list and develop grant leads
- Work with CHH staff and other stakeholders on grant strategy and execution

Events:

- Project manage the Spring Fundraiser, Annual Meeting and Fall Donor Cultivation event (cultivate sponsorships and in-kind, event visioning, logistics, vendor relations, coordinating event volunteers, manage budget and guest list generation)

Individual Giving and Major Gifts

- Manage Cultivation events such as: house parties, building tours, corporate day of caring, brown bag events, CHH benefit nights
- Annual Appeal and individual giving
- Community Outreach; manage individual giving campaigns and donor database

Business Operations – Responsible for financial reporting and operations

- Business licenses
- Work with tax accountant to ensure timely filings (990)
- Bookkeeping; bank reconciliation, check ordering, AP, AR, monthly financial reporting and analysis. Quickbooks setup and entry
- Legal and Compliance – pro-bono relationship
- Budget preparation and reporting

- Research and implement best practices
- Online Giving, website maintenance, credit card processing

#### Board Relations

- Attend Foundation Board Meetings and workgroup
- Work with board on individual giving development

#### **MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

- Bachelor's degree
- 3 years of individual giving or grant writing experience
- Event planning experience
- 1 year of experience using standard accounting and donor software, intermediate skill with MS Office, advanced Excel.

#### **DESIRED QUALIFICATIONS:**

- Compliance experience with a 501c3 non-profit, including 990 reporting
- Affordable housing experience a plus.
- Database management experience.
- 1 year of bookkeeping, Quickbooks experience preferred. Experience setting up financial systems for a new organization.
- Experience using Exceed software

Working for the Capitol Hill Housing Foundation, the employee will technically be employed by Capitol Hill Housing. Candidates selected for this position must pass a criminal history background and credit background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer

**To see the full job description and apply visit our website. Please submit a resume and cover letter to:**

Email: [resume@chhip.org](mailto:resume@chhip.org) or mail to:

Resumes  
Capitol Hill Housing Foundation  
1406 Tenth Ave. Suite 101  
Seattle, WA 98122

Please visit our website: [www.capitolhillhousing.org](http://www.capitolhillhousing.org)