



**HOUSING
DEVELOPMENT**
consortium

Open Position: Resource Development Manager

The Housing Development Consortium of Seattle-King County (HDC) is hiring a **Resource Development Manager** to lead HDC's resource development efforts in achieving the organization's annual revenue goals.

Are you excited about garnering resources to address affordable housing as one of the most pressing needs in our community? Do you have a track record of demonstrable fundraising success? Do you have the ability to think strategically in collaboration with team members and partners? If your answer is 'Yes!', consider applying to join our team.

CORE RESPONSIBILITIES:

- **Sponsorship Cultivation & Management (25%)**
 - Spearhead corporate sponsorship programs for HDC
 - Develop and oversee annual celebration sponsorship, with an emphasis on securing new annual sponsors
- **Fundraising Strategy & Management and Donor Cultivation (30%)**
 - Develop and lead a comprehensive and diverse fundraising strategy to sustain and grow private revenue streams to meet organizational growth and need for our member services.
 - Provide leadership, guidance, and training to empower board members to achieve fundraising objectives
 - Plan and manage individual gifts strategy, including cultivation and solicitation of the challenge fund as well as multi-year commitments
- **Grant Writing (30%)**
 - Coordinate and manage the process of grant writing efforts for HDC in collaboration with other staff
 - Continuously explore new fundraising opportunities for grants
- **Fundraising Communications Management (15%)**
 - Work directly with the Communications Manager on HDC's external fundraising communications and branding efforts, including producing annual reports, newsletters, and event press packets, videos, email communications, fundraising appeals, and fundraising website pages

DESIRED COMPETENCIES:

- Strong commitment to the issues of affordable housing in King County.
- An understanding of structural racism and a strong commitment to undoing racism and other forms of oppression.

- A courageous collaborator that values success of the collective.
- A relationship builder and connector with excellent interpersonal skills who excels at partnership development.
- Clearly demonstrated and exceptional communication and interpersonal skills.
- Familiarity with standard fundraising techniques and programs, including annual appeals processes, online giving, and major gift requests.
- Successful grant/proposal writing experience.
- Experience with large event sponsor solicitation and fundraising.
- Organized and self-directed strategic thinker with attention to detail
- Effective communicator with strong verbal and writing skills.
- Excited to further the organizations' aligned vision for equitable, resilient, thriving communities.
- Competency in Microsoft Office programs, including Word, Excel, PowerPoint, and SharePoint.
- Authentic respect for the official mission, vision, and values of HDC and for the diverse communities and staff who engage in it.

EMPLOYMENT DETAILS:

- Full-time, Exempt (40 hours per week)
- Hybrid work schedule: Mix of work-from-home and in-office, plus assistance at events across King County.
- Salary range: \$68,000 - \$72,000 annually, depending upon experience and qualifications.

EMPLOYEE BENEFITS:

- 100% comprehensive health, dental, and vision insurance.
- Life and short- & long-term disability insurance.
- 13 paid holidays and 1 personal paid day off.
- Paid Time-Off (PTO): 3 weeks annually for the first 3 years and increasing after that up to 5 weeks annually at year 7.
- Prepaid ORCA card.
- 401k Plan with 3% employer contribution (effective following first year of employment).
- Flexible work schedule in a hybrid work environment.
- Laptop computer and other equipment provided for remote work, as well as a contribution toward reimbursement of internet/phone upgrade expenses.

APPLICATION PROCESS & DEADLINE: Please submit a cover letter and current resume for consideration to hr@housingconsortium.org. This posting is open until filled, with priority consideration given to candidates who apply by Tuesday, January 2, 2024.

The Housing Development Consortium of Seattle-King County is an equal opportunity employer. In carrying out its activities—including membership, hiring, and program services—HDC is committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage Black, Indigenous, and people of color, LGBTQI+ people, people with disabilities, and people who have experienced housing instability or homelessness to apply.