POSITION DESCRIPTION

RESOURCE DEVELOPMENT MANAGER

Our Organization: Founded in 1971, Community Resources and Housing Development Corporation is a 501(c)(3) organization in its 49th year of service with 35 employees across Colorado

Mission: CRHDC provides pathways to home and asset-building opportunities to benefit low-to-moderate income communities throughout Colorado

Our Core Values: Teamwork - Respect - Uplifting Attitudes - Strong Work Ethic - Talent and Org Commitment

Location: Westminster, Colorado

Immediate Supervisor: Executive Director

Benefits: Comprehensive Benefits to include 80% employer paid health insurance for employee and 100% employer paid dental insurance for employee plus family, dollar-for-dollar 401(k) plan matching contributions up to 4% of earnings, free life insurance, short-term and long-term disability coverage, and extensive annual time-off including 12 holidays, 12 sick days, and 10+ vacation days

Status: Exempt, full-time

JOB FUNCTION:

The Resource Development Manager’s primary responsibilities will include resource development goal setting, grant research, grant writing, fundraising, and marketing oversight. The position reports to the Executive Director and interacts with Leadership Team, Board of Directors, and key organizational funding partners. The Resource Development Manager raises funds and awareness to support the work of CRHDC and its array of programs and services and will help forge new relationships to build visibility, impact, and financial resources. This position is responsible for executing all fundraising and development activities with funders, including foundations, businesses, sponsors, corporations, and individuals. The Manager will have primary responsibility for establishing and implementing the infrastructure needed to grow the budget through the solicitation of major grants, special events, and foundation support.

DUTIES AND RESPONSIBILITIES:

- In coordination with Leadership Team, develops, plans and implements a comprehensive development strategy to support CRHDC’s organizational priorities through federal, state and municipal grants, individual gifts, planned gifts, corporate and foundation giving and growth of the individual donor fund through direct mail and online fundraising.

- Assist in creation and implementation of the annual resource development plan on an annual basis. Assist with development of annual revenue projections and implementation of the financial strategy. Cultivate and nurture relationships with current and potential individual donors and corporate sponsors.
• Execute all agency special events planning, including our 50th Anniversary Event in 2021 as a potential capital campaign. Work as staff liaison with Board on their efforts to establish a CRHDC endowment.
• Oversee all aspects of relationship management with funders and donors to ensure prompt communication, accurate proposal submissions, executive approval of organizational commitments, appropriate recognition and publicity, and fulfillment of reporting obligations.
• Create annual communications plan for donors, funders, and client outreach.
• Familiarity with government contracts such as HUD and USDA.
• Develop and follow aggressive fundraising strategy, calendar and goals.
• Build lists, contact, meet, and steward multiple donors.
• Identify and attend appropriate events as a CRHDC representative.
• Produce and execute professional correspondence including thank you letters.
• Research and cultivate relationships with prospective institutional and community funding partners.
• Write grant proposals for full slate of funders, researches processes, tracks deadlines, produces LOIs and proposals, ensures proper acknowledgement, and provides all required reporting.
• Maintain relationships with existing funding partners through regular touchpoints and production of impact reports to effectively steward key donors.
• Participate in annual budgeting process and provides information and projections related to grants program.
• Maintain and share grant calendar with Leadership Team.
• Assist with company website, monthly newsletters, social media platforms, radio ads, fliers, brochures, and giveaways.
• Participate in annual and strategic long-range planning; responsible for achieving departmental goals in related sub-categories.
• Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS:

• Bachelor’s degree in relevant field.
• 5+ years of professional experience in a nonprofit organization, including 3+ years of experience with demonstrated success in a development function (managing, forging and expanding relationships with multiple donor sources) preferred.
• Demonstrated success in securing large gifts/grants.
• Excellent written and oral communication skills with the ability to influence and engage a wide range of donors and build long-term relationships. Writing samples required.
• Able to work effectively with volunteers, professional and business leaders, and to speak effectively to individuals and groups.
• Three years of documented successful grant writing preferred.
• Deep understanding of the nonprofit landscape and environment
• Data-driven, detail-oriented project manager.
• Works in partnership with the Senior Staff to devise, implement and monitor the strategic plan
• Strong relationship builder and collaborator.
• Agile and adaptable in rapidly changing environment.
• Ability to cultivate fundraising relationships and funding sources to sustain program operations.
• Superior organizational and interpersonal skills; friendly and professional demeanor; ability to maintain and develop positive relationships and meet grant and fundraising revenue goals.
• Existing network of Colorado community relationships preferred.
• Ability to maintain demanding schedules and timelines while functioning in a multi-tasked environment.
• Interest and ability to work as part of a collaborative team, seeking grant application info from staff.
• Ability to work both independently without close oversight and as a team player who will productively engage with others at varying levels.
• Ability to exercise sound judgment and professionalism in all circumstances especially when working with confidential information.
• Ability to travel frequently to national conferences, Alamosa, other Colorado offices, and annual staff retreat.
• Upholds passion for our mission.

To apply please submit resume and cover letter to melanie@crhdc.org. To learn more about CRHDC, please visit our website: www.crhdc.org. This position is subject to a pre-employment background check and a pre-employment drug test. CRHDC is an Equal Opportunity Employer.