

CHS – Community Human Services

Development Specialist

Position Hours:

Full Time

Reports to:

Chief Operating Officer

Expected Schedule:

37.5 hours per week, Monday-Friday, with some weekend and evening responsibilities as needed

Please send cover letter and resume to:

Jon Hoffmann, Chief Operating Officer, at jhoffmann@chscorp.org by June 12th, 2018, with interviews to follow that deadline.

Functional Definition:

The Development Specialist works with the CEO, COO, and the Board of Directors to create, execute, and evaluate strategies to raise resources to support the organization's mission. CHS empowers individuals and families to live in stable housing, connect to community resources, build relationships, and access quality food.

The Development Specialist will cultivate individuals and organizations to support CHS through volunteerism, financial and in-kind gifts, events, and grant opportunities. To support building these relationships, the Specialist will create impactful electronic and print communications that are aligned with the organization's values of Quality, Advocacy, Equity, Relevance, and Respect. The goal of this position is to grow both the number of supporters as well as the resources raised to enhance CHS' ability to meet the needs of the people it serves.

Responsibilities and Duties:*Resource Development:*

1. Collaborate with the Board of Directors and the COO to develop the agency's annual fund development strategy and goals.
2. Build and maintain relationships with individual and organizational donors.
3. Develop and execute on appeals to individual and organizational donors.
4. Thank and recognize all donors in a timely and appropriate manner aligned with their preferences and gift.
5. Engage volunteers in both ongoing and one-time projects with a goal of cultivating long-term supporters of CHS.
6. Plan and execute event fundraisers in collaboration with COO, administrative team, Board of Directors, and volunteers, including event logistics and guest invitation and communication.
7. Assist the Officers and Program Directors in grant writing.

Communications:

1. Manage agency online presence, content, and strategy, with support from the COO and CTO. These tools currently include the agency website, social media, and mass email tools.
2. Develop external agency-wide print communications, including brochures and annual reports.
3. Support the Officers in coordinating and promoting media appearances.

Administrative:

1. Work with the COO and the Resource Development Committee to assess, evaluate, and continuously improve agency development strategies.
2. Input all individual and organizational giving into agency donor database, CiviCRM, in a timely manner.
3. Develop, track, and report on metrics for communications and fundraising performance utilizing tools such as CiviCRM and Google Analytics.

Minimum Qualifications:

1. Equivalent work, education, and life experience typically gained by a Bachelor's Degree and 4 years of experience in non-profit resource development.
2. Excellent written and verbal communication skills.
3. Strong computer skills, including work with donor databases, content management systems, and mass email providers, is required. Experience with Adobe Creative Suite is preferred.
4. Experience planning events and coordinating volunteers.
5. Ability to work both collaboratively and independently.
6. Ability to travel independently.
7. Sensitivity toward individuals and families in need of program services.
8. Commitment to the agency's mission and values is required. A working knowledge of social service systems and funding sources is preferred.

Compensation:

The starting salary range for this position is \$38,000 - \$45,000 per year, commensurate with a candidate's experience. Full time benefits include Health, Dental, and Vision insurance, generous PTO and holidays, life insurance/STD/LTD, and a 401k match.