

This full-time position is located in Grass Valley, California (a halfway point between Lake Tahoe and Sacramento).

Hospitality House began as a shared vision in 2005 when concerned Nevada County citizens came together to help individuals struggling with homelessness. After operating as a nomadic shelter for eight years, Hospitality House opened its doors as an emergency shelter, Utah's Place, in 2013. It became the first and only permanent homeless shelter in Nevada County and remains the only general use emergency shelter today. Hospitality House plays a critical role in the community, offering emergency shelter, street outreach, food, clothing, job training, customized case management, mental health counseling, enrichment classes, transportation, recuperative care, pet-care, housing assistance, and homelessness prevention services.

If you share our vision of helping Nevada County residents return to housing with care and compassion, we invite you to join our team! The Development Manager plays a critical role at the frontlines of addressing homelessness in our county through fundraising, event planning, and donor development. The ideal candidate brings strong business acumen, excellent budget oversight skills, a passion for helping others, experience working with vulnerable populations, and a can-do attitude.

### **POSITION SUMMARY**

The Development Manager's major areas of responsibility include planning, organizing, and directing Hospitality House's fundraising activities including but not limited to annual fund development, planned giving, and special events. The Development Manager supervises a two-member staff team and works closely with the Executive Director and serves as a member of the Executive Leadership Team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Fundraising**

- Update annual fundraising plan including revenue projections, major gift solicitations, sponsorship underwriting, and planned giving outreach, etc.
- Identify and meet with prospective donors and supporters on a regular basis to steward relationships.
- Develop creative fundraising campaigns and nurture existing ones like the Hearts & Hands Club.
- Manage and direct the agency's Spring Appeal and Holiday Appeal.
- Grow local business partnership support; develop ongoing strategic partnerships with community organizations to enhance giving and create greater exposure for Hospitality House
- Ensure timely acknowledgments for all donor gifts.
- Responsible for the supervision and management of the fundraising database, income management, ensuring the timely distribution of tax receipts at year end.
- Compile, maintain and report on the annual giving campaign statistics including per donor gift, churn, participation etc.
- Analyze trends in the annual giving campaign, identifying opportunities and challenges and developing strategies to ensure goals are met.

### **Community Relations and Outreach**

- Make public appearances/accept speaking engagements to share information about Hospitality House and our homeless residents of Nevada County.
- Oversee and produce the monthly online newsletter, sharing recent updates and ways to get involved.
- Facilitate use of volunteers, where appropriate, in all areas of development and outreach.
- Write stories for public consumption that showcase the good work of Hospitality House.
- Share guest success stories on Hospitality House's website and other social, radio and/or print media outlets.

### **Grants Identification, Solicitation and Management**

- Manage all private grant seeking activities including research, writing, and reporting.
- Ensure compliance with private fundraising contract obligations, creating an annual calendar to safeguard timely reporting. Write and submit grant reports as required.
- Work with the Director of Business Operations to ensure that donor restricted gifts are spent according to their intended purpose and timeline.

### **Events**

- Coordinate fundraising special events. Steward volunteers for event coordination to conserve staffing resources.
- Ensure adequate and qualified staff and volunteers to carry out the fundraising activities.
- Set financial and outreach goals for each event, working to ensure that goals and objectives are obtained.

### **General Managerial Duties**

- Staff any Board Development or Fundraising Committee meetings.
- Directly or by delegation, ensure that staff's daily, weekly and monthly schedules and workloads achieve program objectives within established budgets and without unnecessary overtime.
- Ensure that all fundraising activities are part of Hospitality House's larger strategic initiatives.
- Supervise and collaborate with the Marketing, Communications and Development Associate.
- Participate in the annual budget process, setting both long term goals and short-term objectives and identifying those resources needed to get the job done.
- Direct available resources as needed and within budget.
- Participate on the Executive Leadership Team.
- Stay abreast of ever-evolving best practice fundraising standards, attending workshops and/or seminars and participating in professional round tables.
- Perform other related duties as requested.

### **ATTENDANCE**

Must be punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **BUSINESS NECESSITY**

The needs of Hospitality House may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted, and work is accomplished, with minimal or no advance notice to employees. Accordingly, the employee must be capable of adopting with minimal or no advance notice, to change in how business is conducted, and work is accomplished, with no diminishment in work performance.

## **SAFETY AND SECURITY**

All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

## **SUPERVISORY RESPONSIBILITIES**

Manages two (2) fund development and marketing staff. Is responsible for the overall direction, coordination, and evaluation of the fund development team and its ongoing activities to raise awareness and support for Hospitality House, working in coordination with the other development staff and Executive Director as appropriate when soliciting major gifts. Carries out supervisory responsibilities in accordance with Hospitality House's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (B.A.) or equivalent from a four-year college or technical school; or three to five years related marketing and/or non-profit fundraising experience and/or training; or equivalent combination of education and experience. A general understanding of homelessness preferred. A track record of successful fundraising events and grant writing also preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as grant application guidelines, contract agreements, database software instructions, and financial policies. Ability to write routine and technical reports and correspondence. Ability to speak effectively before groups of volunteers, donors, members of the general public and employees of the organization.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of: Fundraising database Software Programs (preferred Blackbaud eTapestry) and must have knowledge of Microsoft Office Suit (Word, Excel, and Office 365). Effectively utilizes computer programs to access, input, and retrieve work-related information.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current vehicle insurance and a valid CA state driver's license.

## **OTHER SKILLS, ABILITIES, AND QUALIFICATIONS**

- Understands status as a mandated reporter of child or vulnerable adult maltreatment and ensures all shelter staff has this training.
- Possesses a natural ability to show compassion and empathy while also being firm, fair and consistent in upholding Hospitality House policy and all applicable laws.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and walk (including up and down stairs); use hands to finger, handle, or feel; reach with hands and arms; talk and hear; smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate to high with high levels of distraction.