



Job Title: Development Manager
Department: Development & Communications Department
Reports To: Director of Development & Communications
Compensation: \$50,000 – \$55,000 (DOE) + Generous Benefits Package
FLSA Status: Exempt

OUR FOCUS: Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community. Our mission is to counter the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations. For 30 years, we have been working to break the cycle of intergenerational poverty by helping people build pathways out of poverty and homelessness in East Portland/Multnomah County, one of Oregon’s poorest and most diverse communities. Our comprehensive programs offer people the skills and resources they need to be successful. This includes services for homeless women and families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing. Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home. We invite you to read our [Theory of Change](#) here.

OUR VALUES: Diversity, inclusion and equity are fundamental values for Human Solutions and a priority that is guiding our work right now, both internally and externally. We encourage applicants to review our [Commitment to Equity](#) and the [Guiding Principles](#) that inspire the way we show up to do our work each day to see if Human Solutions is a fit for you.

YOUR OPPORTUNITY: Human Solutions seeks a mission-driven development generalist who is on the rise and looking for an opportunity to maximize your outstanding fundraising skills. As part of a dedicated team working toward a shared vision, the Development Manager is charged with implementing key components of the annual development plan, including appeals, special events, corporate partnerships, donor engagement, and community outreach. This is a roll-up-your-sleeves position for an individual dedicated to social justice and ready to take on more responsibility in a re-energized development department. If you are a motivated, outcome-oriented and resourceful fundraiser, Human Solutions is the place for you.

DUTIES AND RESPONSIBILITIES:

- Work with the Director of Development and Communications to develop and manage annual and multi-year fundraising plans that align with the organization’s strategic and equity plan and ensure that activities meet fundraising goals
- Manage broad-based fundraising strategies, including direct mail, online fundraising, corporate support, and community partnerships

- Develop and manage mission-focused fundraising events and donor activities, including an auction
- Cultivate and steward relationships with individual and corporate donors, partners, and prospects
- Maintain a portfolio of mid-level donors for relationship building and personal solicitation
- Support the expansion of the donor pipeline through research and prospect identification
- Seek in-kind donations to meet the needs of the department and/or designated programs
- Provide support for special campaigns and capital initiatives
- Work collaboratively with team members to ensure that donor data is robust and accurate
- Contribute to donor-centric messaging and support brand integrity
- Promote a culture of philanthropy throughout the organization
- Represent the organization in public forums as needed
- Participate as an enthusiastic team member and a knowledgeable organizational advocate
- Interact with the finance department to ensure effective collaboration

QUALIFICATIONS:

- At least five years of experience working with nonprofit organizations, with increasing responsibility for annual fundraising activities
- Experience within a social services organization and/or a commitment to social justice desirable
- At least three years of direct experience fundraising from individuals, with an emphasis on annual giving
- Hands-on experience planning and implementing direct mail and electronic fundraising appeals
- Relationship-oriented approach to donor development
- Experience with personal solicitations of both individuals and businesses
- Experience planning and coordinating special events, including auctions
- Understanding of and experience with effective donor cultivation and stewardship structures
- Excellent written, verbal, presentation, and interpersonal communication skills with a knowledge of and proven experience with effective storytelling and fundraising messaging
- Organized, self-starter with the ability to manage multiple, competing deadlines
- Strong project management and attention to detail
- Comfortable working with diverse communities and constituents
- Knowledge of and experience with major donor stewardship and planned giving strategies
- Team player with a collaborative spirit who can work effectively with peers and other staff members within a friendly and demanding work environment
- Experience, knowledge, and proficiency with fundraising databases (preferably RaisersEdge) as well as Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)

CERTIFICATES, LICENSES, REGISTRATIONS: Current Oregon Driver's License and insurability.

WHAT HUMAN SOLUTIONS CAN OFFER YOU: Human Solutions provides a comprehensive array of benefits in support of your physical, emotional and financial well-being, including:

- Employer paid premiums for employee health insurance and the opportunity to include family members (employee pays for family members)
- Generous paid time off, including 11 paid holidays, paid sick and vacation time, a floating birthday holiday and the ability to maintain work/life balance.

- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan with a 2% match.

TO APPLY: Please submit a cover letter demonstrating your alignment with this position, along with your resume and the answers to the following application questions to Lisa Frack at lfrack@humansolutions.org by October 26, 2018.

Application Questions (no more than one page, please!)

1. What makes you a strong fundraising generalist?
2. What makes a fundraising appeal effective?
3. Why is Human Solutions the right place for you?