Job Title: Development Specialist  
Department: Admin

Reports to: Director of Communication  
Date: 1-20-2021

Job Code:  
Type of position:  
☐ Full-time  
☐ Part-time  
☐ Intern  
☐ Nonexempt

FLSA:  
☐ Exempt  
☐ Nonexempt

Position Details:  
☐ Individual Contributor  
☐ Supervisor/Manager (direct reports)

WC Code:  

JOB SUMMARY

The Homeless Alliance (HA) Development Specialist will help build the fundraising infrastructure, administrative systems and processes surrounding fund development. This includes identifying and implementing a donor database system, developing processes surrounding and executing donor acknowledgements, developing a grants calendar based on existing HA grant sources, identifying potential new grant sources, assisting with writing grants, providing support for annual appeals, and supporting other fundraising activities. The Development Specialist works under the oversight of the Director of Communication and in conjunction with the Executive Director and the Board Fund Development Committee. The exercise of discretion and independent judgment with respect to the fundraising activities meets the Administrative Exemption under 29 USC 213(a)(1).

RESPONSIBILITIES

• Build the fundraising infrastructure at the Homeless Alliance by developing and implementing new administrative processes and systems.
• Collaborate with and assist the Board of Directors, Fund Development Committee, Executive Director, and Director of Communication to execute a fund development plan to support the strategic direction of the organization.
• Implement fund development plans in accordance with ethical fundraising principles.
• Identify software, build out, and maintain a comprehensive donor database which collects and analyzes donor data while respecting the privacy and confidentiality of donors.
• Develop processes to acknowledge donors and acknowledge all gifts.
• Develop a grants calendar based on existing HA grant sources, identify new grant sources, help write grants, and oversee grant reports.
• Provide support for annual appeals.
• Assist the executive director and director of communications as needed with identifying, soliciting, acknowledging and stewarding corporate, community and individual prospects for the organization's fundraising priorities.
• Research and develop new funding opportunities.
• Help develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
• Assist with planning opportunities for Executive Director to participate in fundraising activities.
• Assist with preparing United Way applications, data prep, and analysis.
• Provide support for planning and execution of special fundraising events.
• Work with Director of Communication and Volunteer Coordinator to engage volunteers as potential donors.
• Help monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
• Assist with preparing regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
• Monitor fundraising expenses and recommend changes as necessary.
• Assist Director of Communications with promoting the organization to its donors and maximizing public awareness of the fundraising activities of the organization.
• Lead and participate in tours of the facility, agency presentations and speaking engagements for donors, prospects and members of the general public.

REQUIREMENTS

• Dedicated to end homelessness in Oklahoma City with a sense of urgency.
• Able to maintain a professional, customer service-oriented attitude at all times.
• Ability to excel in a diverse, collaborative team environment.
• Possess a high level of interpersonal skills to handle sensitive and/or confidential Homeless Alliance, client, donor, and employee information and situations.
• Able to multi-task and remain calm in demanding and unpredictable situations.
• Possess ability to understand various Homeless Alliance operations and procedures.
• Ability to meet face-to-face with homeless individuals of diverse backgrounds and disabilities, including physical, mental, substance abuse, HIV/AIDS, etc.; able to develop rapport, provide information, and refer with sensitivity to cultural issues.
• Ability to meet face-to-face with High Net Worth Individuals, corporate, foundation and government officials and effectively communicate the mission, goals, and funding needs of the Homeless Alliance.
• Demonstrate attention to detail with a high level of accuracy.
• Display a high level of initiative, effort, and commitment towards completing assignments efficiently.
• Bilingual a plus.

EDUCATION & WORK EXPERIENCE
• Bachelor’s degree.
• Minimum of two years’ experience in nonprofit fund development with proven track record of raising significant funds; holistic experience in all areas of fund development is preferred.
• Previous experience in human services fund development and/or working with at-risk populations is preferred.
• Experience with donor database systems required.
• Proficient computer skills; donor database management, Microsoft Office (Word, Excel, PPT), Outlook, Internet and social media.
• Excellent writing and communication skills.

PHYSICAL REQUIREMENTS
While performing duties of this job, the employee is regularly required to sit and work at a computer for long periods of time in an office environment and must be able to lift/move weight up to 30 lbs. Employee is also required to accept incoming calls and must be able to hear and speak. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent perform the responsibilities and functions of the job efficiently. Must have the manual dexterity to manually operate and use a computer. The noise level is quiet to moderate; non-smoking environment. Will be exposed to odors and conditions common to poor hygiene and unsanitary living conditions.

Work Environment
The employee will work in an office and public, service-delivery environment. Hectic situations can occur in the public areas of the facility characteristic to working in a shelter environment and the related concerns and situations related to conditions of people living without a home. Potential exists for volatile and unpredictable situations to occur. May experience exposure to strong odors such as soiled clothes and poor hygiene.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

Apply
To apply, please e-mail cover letter and resume to Kinsey Crocker at kcrocker@homelessalliance.org.