



## DEVELOPMENT MANAGER

*Fundraising*

FULL TIME

The Development Manager promotes Homestead's work to create equitable and permanently affordable homeownership by designing and implementing comprehensive fundraising strategies. They work closely with the CEO and the Digital Content Developer to tell the story of Homestead's community impact across priority stakeholder channels, and encourage financial commitment to permanently affordable homeownership.

### ABOUT HOMESTEAD

Homestead Community Land Trust creates stability, equity and opportunity by developing land and housing in trust, giving lower-income households the opportunity to own a home that is affordable to them and remains affordable to future owners. Our work is expanding an equitable economy for housing to help repair the harms of housing discrimination and protect vulnerable communities from displacement.

Our growing supply of permanently affordable homes for ownership plays an essential role in giving all people equitable access to opportunity. When modest income families have opportunities to gain stability and create wealth safely through affordable homeownership, neighborhoods gain strength and resilience, and our community moves together towards social justice, economic vitality, and environmental sustainability.

We are a classic community land trust, following the model created by Civil Rights era leaders to prevent displacement and allow people to build wealth through ownership. We build new homes, we fundraise to reduce the price of homes to what is affordable to a lower-income household, and we keep homes affordable permanently through agreements with our homeowners and post-purchase support.

Working within the framework of a **Just Transition to a New Economy**, our approach is shifting economic control of land to community, democratizing wealth through residential ownership in a member-governed CLT; advancing ecological sustainability in housing development and rehabilitation and fostering racial justice and social equity by putting homeownership within reach of people shut out of ownership by the legacy of discrimination. We embrace the principals of **Community-Centric Fundraising**.

### DUTIES, RESPONSIBILITIES AND AUTHORITY

#### Implementing Annual Fundraising Initiatives (75%)

- Develop an annual fundraising plan focused on yearly revenue targets including strategies for donor engagement, monthly giving, employee giving, and fundraising events.
- Execute plan to increase annual funds raised. Track results against targets and provide regular reporting to agency leadership on progress.
- Partner with CEO and agency leadership to plan and execute one large fundraising event and several smaller engagement opportunities. Develop targets and plans for sponsorship solicitation, audience development, and fundraising actions at the events.
- Work with the CEO to schedule donor meetings and personalized communications.
- Ensure that gifts are accurately recorded in the database and that donors and funders receive timely and meaningful updates on the impact of their gift.

### **Staff Supervision and Coaching (25%)**

- Supervise and mentor the Digital Content Developer, ensuring alignment on communication priorities and timelines.
- Partner with the CEO and Digital Content Developer to identify key stakeholder groups, standardize agency messaging, and ensure brand consistency.
- Provide regular feedback, from reviewing drafts to an annual performance evaluation. Work with the Digital Content Developer to establish annual goals and support them with professional development opportunities.

Homestead is working hybrid remote/onsite. The Annual Fund Manager should live within commuting distance to the office in the International District and service locations in King County.

Works to support Homestead's mission with other duties as needed.

### **REQUIRED QUALIFICATIONS**

- 3+ years' experience in a nonprofit fundraising role or equivalent experience in sales or marketing
- Ability to create an annual fundraising plan including relevant budget, key performance metrics, and progress milestones
- Track record of success in grant writing, direct solicitation, and fundraising events
- 1+ years' experience supervising and coaching a direct report
- Passion for equitable, affordable homeownership, community development and social justice
- Effective project and time management skills
- Ability to work quickly to meet deadlines
- Attention to detail, highly organized
- Experience working with diverse populations; cultural competence
- Valid Washington State Driver License and ability to drive to locations other than office as needed

### **SALARY AND BENEFITS**

Full time, Exempt position

The starting salary for this position is \$86,000. Compensation also includes health insurance, paid sick leave and vacation, professional development, ORCA (transit) card, 403b savings plan.

### **EMPLOYMENT POLICY**

As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, gender identity, marital status, veteran's status, national origin, disability or sexual orientation.

### **APPLICATION REQUIREMENTS**

To apply for the position please provide to [jobs@homesteadclt.org](mailto:jobs@homesteadclt.org):

- Current resume or curriculum vitae
- Portfolio of previous work – samples of appeals, event collateral, or successful grant proposals with notes about the applicant's role in creation of each sample (working alone or with partners)
- Cover letter that includes a detailed description of your skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- Two references