

## Job Description

Job Title: Resource Development Manager  
Department: Admin Department  
Reports to: Resource Development Director  
FLSA Status: 40 hours per week "Exempt"  
Hourly Rate: \$79,000-\$90,000

### **About Community Housing Development Corporation**

Here at Community Housing Development Corporation, we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. CHDC, is committed to building a staff that is rich with cultural, social, and experiential diversity.

### **POSITION SUMMARY**

Under the supervision of the Resource Development Director, the Resource Development Manager will play a critical role in supporting CHDC's overall funding development functions by working closely with the leadership team comprised of the Executive Director, Deputy Director, CFO, Board of Directors, and other management team members. The Resource Development Manager will also be responsible for developing and executing the duties below, which may change as the needs and priorities of the organization are assessed:

### **PRIMARY DUTIES:**

- Work directly with CHDC's leadership team and department leaders to build a portfolio of accounts generating annual contributions to meet or exceed organizational revenue goals.
- Develop donor engagement including donors outside the traditional workplace.
- Work within the communities served by CHDC to build strong relationships and donor loyalty.
- Identify, develop, and retain donor prospects while strengthening relationships with donors.
- Undertake grant prospecting with governmental, private, and corporate funding sources.
- Maintain documentation through accurate record-keeping, data, and grant management and file maintenance.
- Work as the lead representative for fundraising event planning, marketing resources, and establish effective fundraising techniques.
- Recruit, train and manage volunteers to support annual campaigns.
- Help establish a positive branding for CHDC.
- Assist in managing ongoing external communication such as the CHDC monthly newsletter.
- Oversee funding strategies and implementation, including annual workplace campaigns for the public and private sectors.
- Donor development and relationship management- individual donor engagement including donors outside the traditional workplace and leadership affinity groups.



- Develop and maintain quality relationships to establish a large, committed volunteer base who support CHDC.
- Assist with timely management of grant submissions and reports (for all departments), including database management and reporting.
- Provide ongoing and timely donor recognition and appreciation.
- Plan events for workplace fundraising campaigns
- Participating in community activities which contribute to the acquisition and retention of individual donors.
- Other duties assigned

**CANDIDATES MUST HAVE THE ABILITY TO;**

Identify, establish, and strengthen new and existing relationships with donors, employers, and community members. S/he/they must work to build donor loyalty, raise/leverage resources, and ensure a positive brand experience for CHDC. The successful candidate is accountable for the effective and efficient management of a portfolio of accounts generating annual contributions to meet or exceed organizational revenue goals.

**QUALIFICATIONS:**

- Bachelor's Degree preferred in marketing, fundraising, relationship building and/or minimum of five years of relevant experience or equivalent combination of education and experience
- Strong public presence and ability to speak to large groups of individuals
- Strong persuasion and negotiation skills
- Superb relationship building/management skills
- Strong organizational and time management skills
- Ability to meet deadlines while anticipating quickly changing needs
- Creative thinker
- Public speaking and communication skills (written and verbal).
- Ability to manage multiple tasks in a high-volume work environment.
- Ability to work with people of diverse backgrounds.
- A background clearance is required.
- Proof of full vaccination is required from Covid-19.

**PHYSICAL REQUIREMENTS:**

- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, and meet with community stakeholders.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.



**HOW TO APPLY:**

Please send application to [Rhuntley@communityhdc.org](mailto:Rhuntley@communityhdc.org)

**BENEFITS:**

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.