

## **Development and Donor Relations Manager**

Community Home Trust (CHT) is a nonprofit organization that seeks to strengthen the community with permanently affordable housing opportunities. CHT sells homes using a 99-year ground lease in order to keep homes affordable in perpetuity. 2021 celebrates 30 years of the organization's existence and the Development and Donor Relations Manager will help us build excitement, engagement, and donations around this exceptional milestone. Our homeowners include university employees, teachers, first responders, firefighters, and others who serve our community but otherwise could not afford to own a home where they work. CHT also maintains affordable rentals, and in December 2017, acquired the Landings at Winmore, a 58-unit affordable rental development in Carrboro. Currently our inventory of affordable homes totals 340.

The Development and Donor Relations Manager is a full-time position that has responsibility for developing strategies and implementing programs to raise funds from individuals, corporations, foundations, and community organizations in support of CHT's revenue goals. This role manages and coordinates donor stewardship activities, including maintaining a database, prospecting, organizing appreciation events, and managing gifts and gift acknowledgments. This position functions as the event planner, managing special events throughout the year including an annual auction, homeowner events, donor stewardship events, and external relations gatherings. Finally, this position is responsible for collaborating with the Executive Director and other staff members to find, apply for, draft, and report on new and established grants.

### **Development/Fundraising**

- Initiate and oversee the identification, cultivation, solicitation, and stewardship of current and new donors, including individuals, faith communities, foundations, and corporations.
- Maintain regular contact with donors through appreciation events, updates, and special invitations.
- Work with the Executive Director and other staff members to identify, develop, write, and submit proposals for grant funding.
- Manage a portfolio of top prospects and donors.
- Manage fundraising efforts to increase donors and donor contributions
- Support Executive Director's management of top prospects and donors. Collaborate on solicitation and stewardship strategies.
- Manage structure and implementation of donor database and gift processing. Knowledge of Salesforce Database preferred.
- Collaborate with Operations to ensure accurate records and timely acknowledgments.
- Coordinate semi-annual donor appeals; write/edit letters; manage printing, mailing, etc.
- Manage grant funding efforts: research prospects, prepare/submit applications, and provide reporting as needed.
- Cultivate relationships with donors and prospective donors.
- Accurately track donors, donations, grantors, etc. and report development activity on a quarterly basis.

- In collaboration with Board and staff, expand the scope of fundraising ideas and activities.
- Assist other staff members to plan and execute homeowner engagement events.
- Manage and execute all outreach for the organization, including trade shows, tabling events, local government education.

#### **Other Responsibilities**

- Other duties as assigned

#### **Minimum Experience/Education**

- Bachelor's degree and three years of experience related to the area of assignment; or equivalent combination of training and experience.

#### **Other Required Qualifications**

- Experience in non-profits, in development, stewardship, advancement services, or related field
- Experience in interacting with donors
- Knowledge of fundraising principles, processes, and stewardship practices
- Strong interpersonal, writing and grammar, and verbal communication skills; friendly disposition
- Ability to work independently and as part of a team
- Solid computing skills; proficiency in MS Word and Excel
- Event planning experience to include working with vendors and external/internal audiences
- Must be detail oriented, well organized, focused and goal oriented, with a high level of initiative and energy
- Adept at problem solving and using judgment in situations requiring independent initiative and tact
- Sensitivity to dealing with confidential information and good judgment

#### **Preferred Qualifications**

- Project management experience with the ability to work independently with minimal supervision and make decisions to move the program forward
- Ability to make decisions on behalf of supervisor and excellent time management skills

- Proven skills and ability to manage multi-phase projects from inception to completion, including the ability to build consensus among team members and balance multiple concurrent priorities
- Background/experience with development databases, i.e. Salesforce, Network for Good, etc.

CHT offers a salary that is commensurate with experience and reflective of salaries in nonprofit organizations as well as a generous benefits package. The position is full-time, an average of 40 hours per week, with occasional evening and weekend hours.

Salary range \$50,000- \$60,000

- Position type: full-time salaried employee
- Job location: Chapel Hill, North Carolina

**HOW TO APPLY:**

Please send your resume and a cover letter explaining why you would be a good match for this position and how you meet the qualifications to: Executive Director – Kimberly Sanchez.

NO PHONE CALLS PLEASE. Resumes in confidence. All inquiries are to be directed via email to:  
[ksanchez@communityhometrust.org](mailto:ksanchez@communityhometrust.org)