

Community HousingWorks

Position: Resource Development Director

Community HousingWorks (CHW), a nationally recognized San Diego not-for-profit, provides a full range of housing options combined with training and support services. CHW builds and owns beautiful affordable apartment communities and offers families unique access to homeownership.

Position Description: Located in the CHW City Heights office, the Resource Development Director reports to the CEO/President as a key member of Community HousingWorks' executive team. The Director is responsible for growing and diversifying the CHW fund raising programs, including supervising an aggressive grant program currently generating \$2.8 million a year, a donor development and special events program (the non-grant revenue currently producing \$70 - \$100,000 a year), marketing, media relations, and supervising the CHW web site and fundraising database. The CHW Resource Development Director supervises the development department staff including a Grants Manager and a part-time Administrative Assistant, and works with external consultants to support the goals of the department.

Important qualifications include 5 - 10 years successful fundraising and development experience, including grant and non-grant revenue; Demonstrated ability to prospect, cultivate, and maintain an active donor base; Flexibility, past success as a team player, and a sense of humor; Proficiency in MS Office and fundraising software (Donor Perfect a plus); web savvy ; Excellent analytical, verbal, and written communication skills; Proven ability to manage multiple time-sensitive projects; Experience in conceiving and overseeing production of marketing materials (newsletter, web site, other materials); Interest in serving the housing needs of the poor and San Diego's diverse communities; Bachelor's degree preferred.

CHW is an Equal Opportunities Employer. Salary is competitive and commensurate with experience. The position is a key-exempt position, full-time, with competitive benefits (including flex savings, 401k employer match, health, life and disability and vacation/flex time) Qualified candidates are invited to email a resume and cover letter, including salary history, to Certified Fundraising Services, Inc. : ats707@aol.com - or fax to (619) 435 4399.