

## AFFIRMATIVE ACTION POSTING

**JOB TITLE:** DEVELOPMENT OFFICER

**AGENCY:** Housing Opportunities Made Equal is a nationally recognized civil rights agency which, since 1963, has led the struggle for fair housing in Western New York. HOME operates under government contracts to assist victims of housing discrimination, conduct educational programs, and provide mobility and housing counseling services

**QUALIFICATIONS:** B.A. or B.S. in communications or business related field plus experience in fund development or communications OR an Associate's Degree plus five years of relevant experience, and a passion for civil rights. Preference given to candidates with grant writing experience, a demonstrated ability to build relationships with donors, and experience with donor management databases. Experience with NeonCRM is a plus.

**STARTING SALARY:** \$46,500 plus a benefit package which includes health insurance, retirement, long-term disability insurance as well as paid time off.

### Responsibilities

Under the supervision of the Executive Director, the Development Officer is responsible to coordinate all fund development activities for contributed income—including memberships, donor designations, corporate gifts, major gifts, and planned giving.

Specific responsibilities of this position include:

- Establishing and cultivating donor relationship,
- Providing primary staff support for fundraising and friend-raising events,
- Identifying prospective funding sources and preparing funding proposals,
- Implementing a program of membership recruitment and retention,
- Managing a grant proposal calendar and, developing grant proposals,
- Managing the donor management tracking system,
- Managing special events, including sponsorship and in-kind donations,
- Providing support for the activities of Board committees with roles in fund development,
- Coordinates communications with donors, and prospective donors, and
- Assists in the preparation of reports to funding sources,
- Other duties as assigned.

**Application process:** Submit a cover letter and resume to HOME Inc., 1542 Main St, Buffalo, NY 14209 or by email to [egillig@homeny.org](mailto:egillig@homeny.org).

HOME is an equal opportunity employer.