Annual Fund Specialist

Northwest Housing Alternatives' Annual Fund Specialist works on a team to support NHA's mission by generating community resources for projects, programs and residents. Primary tasks include cultivation, retention and maintenance of the annual fund, special events, and overseeing and maintaining the donor database, The Annual Fund Specialist reports to the Director of Resource Development.

Duties and Responsibilities

1. Manages and grows all aspects of the Annual Campaign.
2. Create and implement a yearly donor cultivation plan for the annual fund which includes cultivation, prospect research, retention and maintenance for the annual fund with monetary goals attached.
3. Staff lead on all special events. Solicit sponsors and donors, recruit and manage volunteers, plan logistics, develop outreach and promotional plans, and document procedures and results.
4. Responsible for implementing administrative duties for the Resource Development Department. Maintain donor database, reconcile with finance, month over month reports, acknowledge donors, create mailing lists, etc.
5. Develop and maintain a comprehensive donor database using the Exceed platform. Create and maintain a database procedures manual. Maintain accurate and timely data regarding all donors, develop standardized and special reports as needed.
6. Assist the Communications Specialist with printing and distribution of publications including brochures, newsletters, press releases, program reports, etc.
7. Cultivate and solicit major gifts for the annual campaign, engaging the Director of Resource Development and the Executive Director as required.

8. Consult with the Director of Resource Development to strategize annual campaign fundraising efforts.
9. Support the Executive Director and Director of Resource Development in Capital Campaign efforts. Schedule meetings, provide donor information, track prospects, prepare thank you letters, etc.
10. Other duties as assigned.

Knowledge, Skills and Abilities

- Bachelor's Degree plus a minimum of three years development experience
- Excellent writing and editing skills, and ability to prepare materials in a variety of styles including traditional business communications and persuasive materials.
- Knowledge and experience in annual funds, donor cultivation plans and fund solicitation.
- Knowledge and experience in planning and coordinating special events.
- Experience with donor database programs including the ability to maintain database.
- Excellent organizational skills as well as attention to detail and accuracy.
- Ability to work evenings and weekends as needed for phone appeals, special events and volunteer coordination.
- Computer skills including Word, Excel, and graphics software (InDesign, Photoshop)
- Ability to work well in partnership with staff, volunteers, funders and board of directors.
- Valid driver's license, good driving record, insurance and transportation required.
- Some heavy lifting required when obtaining and transporting donated materials and supplies.
- Employment is contingent on an approved background check.

Northwest Housing Alternatives offers professional salaries, a full range of benefits, flexible work schedule and a great work environment. This is a full time position with a salary range of $45,000 to $55,000 depending on qualifications.

How to Apply / Contact

Send letter of interest, resume, and a writing sample to info@nwhousing.org by **Wednesday, March 28**.

Northwest Housing Alternatives is committed to supporting a diverse workforce and does not discriminate in employment based on race, color, gender, religion, national origin, age, disability, marital status, sexual preference or any other status protected by law.