



Organization: Community Homes
Job Title: Director of Philanthropy & Development
Reports to: Executive Director

Make a remarkable difference in our community! Community Homes is searching for our next crucial team member to create more opportunities and continue our mission. Join us as our Director of Philanthropy & Development.

Over 24,000 adults in Washington state have intellectual and developmental disabilities (I/DD), with approximately 6,600 residing in King County. Many seek a life independent from their family and require reliable housing to pursue their lifelong learning goals, self-reliance, and the ability to participate in their community. The need for housing for adults with I/DD is great: availability is scarce.

Community Homes (CH) believes all adults with intellectual and developmental disabilities deserve rich and meaningful lives in the community. Established in 1995, CH provides, promotes, and sustains exceptional community-based housing for adults with I/DD. CH secures and manages adult family homes (AFH), shared living arrangements, and supports live-in, licensed care providers to ensure continuity of care. CH owns and operates ten (10) community-based adult family homes serving forty-five (45) residents in King County. We also provide exceptional housing education and expert support to individuals and families on their journey to finding the right housing fit.

Our next Director of Philanthropy & Development will work with a passionate team, a supportive Board, and remarkable residents and caregivers to create and steward relationships with individuals, partners, and other stakeholders to support our innovative housing models and exceptional housing education. A philanthropy coordinator will also support this role.

Community Homes maintains a friendly and flexible work environment. We understand that employees are people first. We seek to offer a supportive work environment that values the employee as a whole person.

Key Responsibilities

Organizational Planning and Implementation

- Lead and collaborate with ED and Board for strategy development, effective management, decision-making, communication, evaluation, and other relevant activities to achieve development goals and benchmark milestones
- Strategically engage the Board members and organizational leaders in fundraising to maximize their time, skills, and influence

Development Management

- Cultivate new and manage ongoing relationships with major donors, sponsors, and other vital stakeholders, building relationships, engagement, investment, and stewardship
- Identifying, soliciting, cultivating, and stewarding current and prospective corporate contributors and increasing employee engagement within those organizations
- Work cross-functionally to leverage and enhance donor and prospect engagement, utilize database management, and achieve financial and non-financial goals
- Develop and implement creative and compelling initiatives and campaigns for identifying and engaging diverse supporters and the donor base to meet CH's fundraising goals
- Ongoing regular reporting to ED, Board, and key stakeholders
- Coordinate and direct philanthropy coordinator responsibilities

Event Planning and Implementation

- Plan, execute, and evaluate fundraising events
- Develop and track budgets for event-related activities
- Solicit financial and in-kind sponsors and lead relationship management
- Staff lead for events including organization, volunteers, and procurement
- Maximize volunteer contributions to enhance event performance and strengthen community support
- Collaborate with philanthropy coordinator for registration, check-out, receipting, and sales

Grants

- Contribute to managing relationships and soliciting grant funds
- Contribute reporting requirements for procured grants

Equity, Diversity, and Inclusion

- Work with staff and Board to support the ongoing work to understand EDI principles better and integrate them into all of CH's work

Other

- Contributes to other areas within Community Homes as needed

Candidate Qualifications:

- Three to five years of corporate and individual non-profit fundraising experience
- Demonstrated track record in fundraising and significant donors' stewardship
- BA minimum. Significant experience and success can be substituted
- Effective persuasive oral and written communication skills
- Effective interpersonal skills with demonstrated ability to develop collaborative internal and external working relationships
- Ability to work in both virtual and office environments
- High levels of organization and prioritization
- Self-motivated and able to thrive in a complex, goal-oriented, team environment
- Sound judgment, discretion, and commitment
- Experience and passion for supporting the disability community
- Fully COVID-19 vaccinated

Compensation and Benefits

This is a full-time salaried position. The annual salary rate for this position will be \$75,000 - \$80,000 (based on qualifications and experience) with a competitive health care benefits and PTO.

To apply for this position.

Send an email including why you would be an excellent fit for Community Homes and attach your resume to:

Giving@community-homes.org with the **subject line Director of Philanthropy & Development _LAST NAME_FIRSTNAME**. Finalist candidates will be contacted for interviews.

Community Homes is an equal opportunity employer. We value lived experience as a significant component of qualifications. We actively recruit, support, and advance persons of diverse backgrounds within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow, and thrive.

<http://www.community-homes.org>