



Resolving
Homelessness
Together

Housing Matters Individual Giving Officer

Description

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

Distinguishing Characteristics

Reporting to the Chief Impact Officer, the Individual Giving Officer will join a growing, collaborative team tasked with scaling up the organization's Development processes and pipeline to meet an ambitious annual fundraising goal in support of a \$10 million annual operating budget.

The Individual Giving Officer will assist the Chief Impact Officer to further develop the fundraising pipeline, build and maintain relationships with current and prospective individual mid-level donors, and help to maintain the operational systems required to manage the Development department. The position requires a highly organized and self-motivated professional who exercises the highest level of discretion.

Typical Job Duties

Fundraising and Development Support

- Build and execute a robust individual donor program focusing on mid-level donors.
- Assist the Chief Impact Officer in creating and managing a strategic cultivation and stewardship plan for current and prospective mid-level donors.
- Build and maintain relationships with current and prospective mid-level donors.
- Lead preparation for, and participate in individual donor meetings.

Operations and Administration

- Co-develop reports and dashboards to track donor cultivation.
- Maintain accurate and up-to-date prospective and current donor information in the organization's Salesforce database.
- Collaborate with the Chief Impact Officer to develop the infrastructure and support necessary to meet scaling fundraising goals.
- Draft professional correspondence and reports as directed: compose and edit donor correspondence, assist in the preparation of briefing papers, proposals, reports, talking points, etc.
- Work with the organization's finance team to track donations; send acknowledgements of donations to donors and granting agencies.
- Provide ongoing ad-hoc support to the Chief Impact Officer, including but not limited to contributing to grant proposals, preparing meeting materials and presentations, and writing grant acknowledgement letters.

- Assist the Chief Impact Officer with individual donor, major donor, corporate, and foundation research.

Employment Standards

Thorough knowledge of:

- Principles and methods of fundraising.
- Strategic planning in regards to fundraising.
- Tracking, analyzing and reporting data to others who may not have a background in finance.
- Microsoft office and google suite.
- Time management and problem solving.
- Communication and interpersonal skills.

Working knowledge of:

- Homelessness in Santa Cruz County; barriers to housing for people and families experiencing homelessness.
- Housing Matters' specific policies, procedures and monetary goals.

Ability to

- Communicate effectively.
- Create reports to convey data and strategic needs.
- Handle multiple tasks simultaneously and meet deadlines while keeping organized.
- Be self-motivated, with strong problem-solving abilities, and a strong attention to detail.

Training and Experience

- A minimum of 3 years of relevant experience, including at least 1-2 years of prospecting and cultivation of donors in a nonprofit setting.
- Bachelor's degree required.
- Salesforce and CMS experience preferred.

SPECIAL REQUIREMENTS

- Valid California Class-C driver's license.

Hours

This is a full time, benefitted position. Benefits begin after a 30 day introductory period.

To Apply

Please email a cover letter and resume to the attention of Human Resources at recruiter@housingmatterssc.org. Housing Matters is an equal opportunity employer.