

HOUSING IS OUR STARTING POINT

SEEING PEOPLE THRIVE

IS OUR FINISH LINE



## EVERYONE HOME DC JOB DESCRIPTION: Development Manager

**Job Title:** Development Manager

**Department:** Development & Communications

**Reports To:** Director of Strategic Initiatives

**Status:** Exempt

**Salary Range:** \$70,000-\$75,000

### ABOUT EVERYONE HOME DC

Founded in 1967, Everyone Home DC has evolved from a grassroots movement in the Washington, D.C., Capitol Hill neighborhood to a vibrant and transformative nonprofit organization serving thousands of vulnerable individuals and families at risk of or experiencing homelessness across the District of Columbia every year. Through a focus on holistic client support, Everyone Home DC envisions a thriving and diverse community in which all people can obtain and keep safe, affordable, and comfortable homes. We approach our services as we approach caring for our own families, with a whole person, whole family, and whole community mindset.

### POSITION SUMMARY

Everyone Home DC is seeking to hire a **Development Manager**. The Development Manager is responsible for stewarding and expanding Everyone Home DC's annual fund and maintaining and improving development operations. Reporting to the Director of Strategic Initiatives, the Manager will work closely with other development, program, and leadership staff to develop and execute plans, set goals, and implement the annual development plan strategies intended to grow donor retention, increase fundraising revenue, and diversify revenue sources through a variety of cultivation, solicitation, and stewardship activities. This position will be part of a growing development department of two other team members and will have one direct report. The team will drive a significant increase in funding to include more unrestricted giving by soliciting individual major gifts, special events, and corporate and foundation support.

Flexibility and a commitment to a culture of support, transformation, and creativity match a competitive salary and benefits package. **If you:**

- Are you ready to leverage the development skills you've gained at a fast-growing organization with a vital mission to end housing insecurity and homelessness;
- Want to round out your development experience to advance your career path;
- Have expertise in donor database management;
- Have hands-on experience cultivating and soliciting senior-level executives, donors, and community leaders;
- Can create and maximize special events that further Everyone Home DC's position and achieve revenue goals;

- Are an energetic, flexible, self-directed team player with a direct, honest and respectful approach to problem-solving;
- Have the ability to foster collaboration and contribute to a strong sense of community among staff, board, constituents, and colleagues outside Everyone Home DC;
- Have proven success growing fundraising results and are ready to build your skills in a growing department;
- Thrive when working under deadlines, have strong project, time, and budget management skills, and be able to handle multiple tasks simultaneously without sacrificing attention to detail. Then you are our ideal Development Manager!

## PRINCIPLE DUTIES

### *Annual Giving & Friendraising*

- Working closely with the Director of Strategic Initiatives, develop and implement the tactics outlined in Everyone Home DC's development plan to reach annual revenue goals and build toward the organization's long-term sustainability.
- Manage and largely execute all annual giving cultivation and solicitation activities, including direct mail, acquisition efforts, and digital campaigns.
- Build, manage and implement the stewardship program for Everyone Home DC's donors.
- Partner with program and communications to produce materials/collateral for donors.
- Support coordination of fundraising events for donors and prospects throughout the year.
- Working with the Director of Strategic Initiatives, develop and execute an engagement plan for the donors, ranging from low- to mid- to major, which may include creating and leading a calendar of small group cultivation events for mid to major donors.

### *Development Operations*

- Oversee **Development Associate's** database gift and donor information entry, acknowledgment letters process, and reconciliation process between finance and development.
- Develop and maintain performance reports and dashboards on annual giving.
- Ensure the accuracy of donor records in the database, including assisting in maintaining research, rating, and tracking for prospects.
- Oversee the maintenance of relevant and timely information/notes in the donor database and conduct prospect research to develop fundraising strategies and moves management.
- Coordinate development research activities.
- Manage the pledge reminder and acknowledgment process.
- Develop workflows to support donor retention and acquisition.

## SECONDARY DUTIES

- Attend appropriate organization and all-staff meetings as well as Everyone Home DC events.
- Participate in and attend ongoing training and professional development opportunities.
- Work on special projects and committees as needed.
- Other relevant duties as assigned.

### *Supervision*

This position has one direct report, supervising the *Development Associate/Specialist*.

*The duties listed above illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment for the position.*

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Minimum of 2-4 years prior fundraising experience with a proven track record of success in donor cultivation, including individuals, corporations, and foundations.
- Strong Proficiency with Google Suite/Drive.
- Comfortable using technology, including experience using a donor database, managing lists, and other fundraising and communication tools.
- Proficiency with standard office equipment: phone system, copier/printer, fax, scanner.
- Understands the importance of the position for the success of the organization.
- Outstanding communication (speaking and writing), interpersonal, organizational, language, and computer skills.
- Energetic, flexible, self-starting team player with a direct, honest, and respectful approach to problem-solving and the ability to foster collaboration and contribute to a strong sense of community among staff and board and with colleagues outside Everyone Home DC.
- Ability to create and maximize special events that further Everyone Home DC's position and achieve revenue goals.
- Excellent project management, strategic thinking, and planning skills with the ability to manage multiple projects with minimal supervision.
- Commitment to economic justice and race equity, particularly to the organization's identified community issues.
- Comfort working with diverse populations across race, class, ethnic, political, and geographic boundaries, including staff, stakeholders, and guests with various backgrounds and lived experiences;
- Availability for occasional evening and weekend work when necessary.
- Documentation of COVID-19 vaccination, including recommended booster doses.

## **BENEFITS**

Everyone Home DC's standard benefits for full-time staff include excellent employer-paid single coverage health insurance; dental and vision insurance; 401k retirement plan; employer-paid single coverage life insurance; worker's compensation; family medical leave; bereavement leave; jury duty leave; Metro SmartBenefits; annual funds for professional development training; 13 paid holidays; and generous paid time off, including closed/paid leave Dec. 25th-January 1st each year with exceptions for emergencies.

## **LOCATION**

This is a hybrid position with some in-person work at our main headquarters at 415 2nd Street NE, 3rd Floor.

Everyone Home DC values diversity in our workplace and encourages Black, Indigenous, People of Color, members of the LGBTQIA2S+ community, and people with disabilities to apply.

**To Apply:** Please send your resume, cover letter, and a writing sample of your choice to [hr@everyonehomedc.org](mailto:hr@everyonehomedc.org) with DEVELOPMENT MANAGER in the subject line.