

MERCY HOUSING

NATIONAL DIRECTOR OF RESOURCE DEVELOPMENT

Job Code: 0102 Pay Grade: E6 Approved: Chris Shott

Supervisor: Vice President, Resource Dev and Communications Date: 4/10

GENERAL DESCRIPTION: Plan, implement, and direct a comprehensive program to identify, cultivate, solicit, and steward support from various sources including corporations, foundations, workplace giving campaigns, government funding, faith-based funding, and major individual donors (\$1,000+) at the national level. Work with the national leadership team and board of directors to establish national priorities and strategies for these donors; coordinate national activities with regional fundraising staff. Manage and supervise corporate and foundation relations, major gift and compliance activities and related staff.

I. QUALIFICATIONS:

Education: Bachelor's degree required. Master's degree preferred.

Experience : Accomplished fundraising professional who exhibits an understanding of grantsmanship, marketing, budgeting, program operations, and fundraising principles. Minimum five years experience in fund raising management, including foundation and corporation, federal grant and major gift solicitation. Demonstrated ability to establish funding relationships and to meet or exceed fundraising goals. Affordable housing background helpful.

Abilities:

- Demonstrated ability to successfully solicit foundation and corporation, federal grant and major individual gifts.
- Strong verbal and written communication skills.
- Ability to lead through influence based on expertise and adding value rather than direct line of authority.
- Strong quantitative reporting and analysis skills.
- Ability to coach and train people of diverse experience levels.
- Ability to travel.
- Working knowledge of Raisers' Edge database and Microsoft Office.
- Understanding of and commitment to the Mission and Values of Mercy Housing.

II. ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

A. TECHNICAL/FUNCTIONAL

1. Working closely with the Senior Leadership Team and the Board of Trustees, develop a strategy for introducing Mercy Housing to key individuals, corporations and foundations across the country.
2. Meet or exceed annual major gift, foundation and corporate giving goals.
3. Provide active leadership of the resource development department in relation to the identification, cultivation, solicitation, and stewardship of foundation and corporate donors, major donors and donor prospects.
4. Oversee preparation of major gift and grant proposals, case statements, reports and other solicitation and stewardship materials for Mercy Housing's national office, including writing and coordination as necessary.
5. Personally lead or participate in individual, corporate and foundation solicitations.
6. Oversee the creation and implementation of a national corporate volunteer program for Mercy Housing.
7. Enlist senior management participation in the fundraising effort; educate and support management staff with respect to their development role.
8. Coordinate with regional resource development staff to develop strategies for approach to national or multi-regional corporations.
9. Facilitate the preparation of collaborative grant proposals among regions or nationally as necessary.
10. Manage communications, cultivation and stewardship activities for major gift, corporate and foundation prospects for which the national office is the primary contact (i.e. Fannie Mae Foundation).
11. Participate as a member of the team in other national efforts related to strategic corporate and foundation relationships, such as cause-related marketing and program related investments (PRIs).
12. Oversee with finance department the organization-wide grants management and compliance structure.

13. Oversee charitable solicitation registration to ensure compliance with state regulations for soliciting donations nationwide. Analyze return on investment for solicitations in states Mercy Housing registers in to ensure efficiency as well as compliance.
14. Oversee national workplace giving campaign through Independent Charities of America. Develop workplace giving strategy to ensure participation in key states and optimum return on investment.
15. Travel as necessary to develop relationships, attend cultivation events, and coordinate with regional fundraising staff.
16. Represent Mercy Housing to major gift donors, foundations and corporations.

B. AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

Physical: Sometimes required to lift/carry light objects fewer than 10 pounds. Must sometimes be able to perform difficult manipulative and coordination tasks such as computer/calculator/keyboarding and to sit for prolonged periods.

Sensory: Must continuously be able to read; must occasionally be able to read fine print. Must be able to distinguish normal sounds with some background noise frequently, as in answering the phone. Must continuously be able to speak clearly and make self understood, while also understanding others using the English language.

Cognitive: Must occasionally be able to concentrate on fine detail with frequent interruption and attend to task/function for more than 60 minutes at a time. Occasionally required to understand and relate to several specific ideas at a time, as well as understand and relate concepts behind specific ideas and to theories behind several related concepts. Must occasionally remember multiple tasks/assignments given to self and others over a period of several days or weeks.

Environmental Conditions: Exposure to normal office conditions continuously.

Equipment: Computer, printers, telephone/teleconferencing equipment, copy machine, fax machine.

III. OTHER FUNCTIONS:

- 1. Travel, as necessary, to develop relationships.
- 2. Other duties as assigned

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required by my supervisor periodically.

Signature

Date

IV. VALUES-BASED BEHAVIORS

1. Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions. Is compassionate for the life circumstances of others.
2. Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
3. Identifies and takes advantage of opportunities for personal and professional development.
4. Coaches and encourages individual employees and teams. Encourages the professional and personal development of staff. Positively recognizes the accomplishments of staff in own work group and other areas of Mercy Housing.
5. Comes to meetings prepared and on time; honors work commitments; follows through on what was agreed upon; meets agreed upon deadlines.
6. Collaborates with other work groups, Mercy Housing organizations, and outside organizations as appropriate, in a proactive and responsive manner.
7. Honors the private and confidential matters of co-workers. Protects the proprietary information of Mercy Housing.
8. Follow rules, regulations, and policies. Positively contributes to implementing changes.
9. Communicates courteously and effectively with others. Sets clear expectations.
10. Reinforces the importance of the core values within the work group and the larger organization by acknowledging behaviors that demonstrate or reflect Respect, Justice, and/or Mercy.
11. Deals with issues directly, in a respectful and timely manner. Approach focuses on resolving the issue while not criticizing the person.

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