



Donor Engagement Officer

Job Description

June 2021

Do you want to work on one of the most urgent social and economic issues facing our community? Would you like to be part of a team at an innovative nonprofit that is developing a new and exciting solution to the region's affordable housing crisis? Are you willing to take responsibility for a wide variety of activities and initiatives that come with the launch of a new growth strategy?

This highly visible position puts you in contact with community leaders in government, business, and the social sector across the Eastside and around the region. You will be a key player in the transformation of the region's effort to *solve* the affordable housing crisis, not just make marginal gains. This position offers tremendous opportunity for both personal achievement and professional growth.

POSITION DESCRIPTION

Imagine Housing depends on the support of our generous donor population – philanthropic funds received ensure organizational stability and help advance our mission to develop affordable housing, build welcoming communities, and foster vibrant futures for our residents.

The Donor Engagement Officer will report to the Director of Fund Development and be an integral member of a team that seeks to raise more than \$10M in gifts and grants over the next five years. This position is responsible for streamlining all aspects of donor engagement (identification, cultivation, solicitation and stewardship) with Imagine Housing's individual and institutional donors and will also be responsible for securing commitments to meet an annual revenue target. The Donor Engagement Officer works to ensure Imagine Housing advances meaningful long-term relationships that increase long-term revenue for mission support.

KEY RESPONSIBILITIES

- Secure annual gifts ranging from \$10,000 to \$100,000 from individual and institutional (foundation/corporate) donors.
- Establish and maintain a donor portfolio (which includes businesses and foundations) who are current or prospective funders
- Ensure that racial equity is integrated across all fundraising activities
- Drive customized donor engagement
- Leverage volunteers and Imagine Housing supporters to steward, cultivate, and acquire new donors.
- Design and disseminate customized solicitation strategies matching organizational objectives and donor interests in partnership with cross-departmental teams
- Participate in planning and implementation of annual Fund Development Plan
- Maintain accurate and detailed records in our CRM system to track communications and strategically advance individual and institutional donor relationships
- Other duties as assigned to assure successful operations and Resident Services program growth.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Demonstrated ability writing proposals, acknowledgements, grant reports and cultivation copy
- Ability to engage a broad range of funders and partners.
- Confident, professional, and passionate about Imagine Housing's mission.
- Strong verbal and interpersonal communication skills.
- Experience with nonprofit databases
- Ability to learn quickly, plan work, and manage multiple projects concurrently.
- Self-motivated with demonstrated ability to set priorities and work independently as well as part of a team.
- Ability to develop creative fundraising strategies to engage prospects with Imagine Housing.
- Strong organizational skills and the ability to meet deadlines.
- Passion for advocating on behalf of individuals living in poverty, regardless of race, ethnicity, religion or culture, and commitment to service, excellence, and compassion.
- Strong contributor to a positive and collaborative organizational culture.
- Proven ability to work effectively with a wide variety of individuals through positive and authentic relationships.
- Optimistic, positive, solution-oriented, with a charismatic disposition.
- High ethical standards and values; ability to uphold a high level of confidentiality.

QUALIFICATIONS

- Bachelor's degree
- Proficient computer skills (Microsoft Office and CRM software).
- Minimum 3 years' experience in fundraising for a nonprofit organization

- Donor relations and/or funder stewardship experience.
- Proven record of cultivating major donors and/or corporate funders strongly preferred.

WORK SCHEDULE

Position is a full-time salaried and exempt position. Hours worked will be weekdays between 8:00 a.m. and 5:00 p.m., or a mutually agreed-upon schedule. Occasional evening and/or weekend work also may be required.

COMPENSATION & BENEFITS

Base salary range is \$66K - \$72K, commensurate with experience. Benefits including 100% company paid health, dental, vision, and life insurance; paid sick, vacation, and holiday, and 401(k) matching contributions.

TO APPLY

Please email resume and cover letter to eunices@imaginehousing.org. Cover letter should include how you learned of this position, why you are an ideal candidate, and your salary expectations.



Imagine Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, compensation, promotion, supervision, transfer, training, benefits, leave of absence, layoff and termination.



Imagine Housing is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call (425) 521-5202 or send an e-mail to eunices@imaginehousing.org and let us know the nature of your request and your contact information.

For more information on Imagine Housing, visit www.imaginehousing.org

PLEASE NOTE: This position description generally describes the principal functions of the role and the level of knowledge, expertise and practice typically required; it is not designed to contain a comprehensive listing of activities or responsibilities. In addition, this position description does not constitute an employment agreement between the employer and employee and is subject to modification with or without notice.