

*Make an impact that transforms lives by helping low-income families and individuals realize their dream of owning a home. Housing Opportunities of Northern Kentucky (HONK) is a faith-based non-profit organization with over 25 years of experience helping people become homeowners. We build and rehab homes to create the opportunity, while preparing clients for ownership through our supportive lease-to-own program.*

## **Housing Opportunities of Northern Kentucky Position Description and Duties**

### Mission Statement

*The mission of Housing Opportunities of Northern Kentucky is to help low-income families and individuals reach the goal of stable homeownership through programs of education and support.*

### **Position: Development & Community Outreach Coordinator**

Reports to: Executive Director

### Job Description Summary

To lead the execution, analysis, planning, control and evaluation of fundraising and event efforts; build strategic relationships within the community; and create and implement an outreach plan.

### Detail

#### Fundraising

- Creates a diversified annual fundraising plan that is in alignment with the agency's strategic plan
- Conducts activities related to establishing and managing annual giving campaigns, event planning, and fundraising activities.
- Supports and grows special events and third-party opportunities.
- Develops and directs a program for the cultivation, solicitation, and stewardship of individual donors, businesses, and foundations.
- Manages a timely and appropriate donor management and acknowledgement system.
- Maintains accurate records and provides regular reports on goals in the fundraising plan.

#### Community Outreach and Education

- Creates an annual outreach plan.
- Develops plan to recruit, train, utilize and retain volunteers.
- Participates in relevant councils, commissions, committees and relevant community meetings.
- Schedules outreach presentations in the community and communicates with staff regarding coverage and responsibilities.
- Develops a consistent presentation outline.
- Develops outreach materials and packets.
- Maintains relationships with collaborative partners and cultivates new ones.

- Assists in the coordination of special events including open houses, groundbreaking ceremonies, donor/partner/volunteer appreciation activities, presentation of new client welcome baskets/gifts, holiday baskets/gifts, etc.

#### Other Duties

- Assists the Executive Director with grant research and writing as needed.
- Contributes to and coordinates efforts with HONK's Marketing & Development Committee.
- Assists with BBB accreditation, GuideStar Seal of Transparency, CHDO recertification, etc.

#### Knowledge, Skills and Abilities Required

- Bachelor's degree with preferred 3-5 years of experience with non-profit fundraising
- Excellent written communication and presentation skills
- High level attention to detail and organization skills
- Ability to manage multiple projects and work effectively with a diverse population
- Outgoing and engaging personality with confidence to interact face-to-face with individual and corporate donors
- Experience preparing reports for funding sources
- Proficient in Microsoft Office, including MS Word and Outlook
- Knowledge and experience with social media platforms, email marketing and websites
- Ability to prepare and present oral and written reports on development and outreach activities, to track and assess progress and address program deficiencies as they occur.
- Ability to work some evenings and weekends as needed
- Valid driver's license, reliable transportation and proof of auto insurance required
- Perform additional tasks as needed to assist HONK in its mission, while exercising the highest moral and ethical practices as a representative of HONK and its faith-based foundation.

#### Preferred Skills

- Experience maintaining donor management systems

#### Organizational Responsibilities

- To support HONK objectives, principles, and values
- To interact effectively with HONK staff and volunteers
- To adhere to HONK policies and procedures, and act in a professional manner
- To suggest ways to improve organizational success

This position is full-time

Salary: \$36,000 - \$40,000 DOE.

Benefits include Health Care, Paid Holidays and Personal Time Off. Eligible for Retirement Plan after 1 year.

No phone calls, please. Send cover letter, resume, and three professional references for consideration to David Hastings at Housing Opportunities of Northern Kentucky (HONK), 502 Fry Street, Covington 41011 or via e-mail to [dhastings@honkhomes.org](mailto:dhastings@honkhomes.org) Additional program info can be found at [www.honkhomes.org](http://www.honkhomes.org)