

*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 30 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

### Position Summary

Leads fundraising and event planning; builds strategic relationships within the community; and creates and implements an outreach plan to expand HONK's impact on the families and individuals we serve.

### Detail

#### Fundraising

- Develops a diversified annual fundraising plan in alignment with the agency's strategic plan
- Creates and manages annual giving campaigns, event planning, and fundraising activities
- Supports and grows special events and collaborative opportunities
- Further develops HONK's involvement in the vintage car collection
- 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

- Creates an annual outreach plan to grow and retain HONK's client, volunteer and donor base
- Maintains relationships with collaborative partners and cultivates new ones
- Participates in relevant councils, commissions, committees and relevant community meetings
- Develops outreach materials (newsletters, brochures, flyers, electronic media, etc.) to effectively convey the mission of HONK
- Develops a consistent presentation outline
- Schedules outreach presentations and communicates with staff regarding coverage and responsibilities
- Cultivates HONK's social media presence to attract clients, volunteers, and donors

- 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.
- Maintains accurate records and provides regular reports on goals in the outreach plan

#### Other Duties

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

#### Qualifications

- Bachelor's degree in English, Communications, Marketing or other relevant field, or equivalent knowledge and experience
- 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
- 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
- Proficient in Microsoft Office, including MS Word, Outlook and PowerPoint
- Knowledge and experience with social media platforms, email marketing and/or website management
- Experience with non-profits, including maintaining donor management systems preferred
- Experience planning events preferred
- Valid driver's license, reliable transportation and proof of auto insurance required
- Willingness to periodically flex schedule to support evening or weekend meetings and events as needed

#### Organizational Expectations

- Supports HONK objectives, principles, and values
- Interacts effectively with HONK staff, volunteers and clients
- Adheres to HONK policies and procedures, and acts in a professional manner
- Suggests ways to improve organizational success

This is a full-time, salaried position

Salary: \$40,000 - \$45,000 DOE

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

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)