



JOB ANNOUNCEMENT

Development Manager

Reporting to: Executive Director

Location: Southern California based (Los Angeles, Orange County, Inland Empire, and San Diego) remote position with some in-person meetings.

Website: <https://www.homeforrefugeesusa.org/>

OneOC is proud to partner with Home for Refugees USA in the recruitment of the **Development Manager** position.

ORGANIZATION OVERVIEW

There are many reasons why people flee their homes worldwide, such as war, violence, and persecutions, and arrive in the USA seeking refuge. Homes for Refugees USA (HFR) is a faith-based organization that supports forcibly displaced persons like these. Founded in 2017, HFR advocates for resettlement assistance and creates community relationships through Community Sponsorship Teams, also known as “Home Teams”, for ongoing support to help alleviate our worldwide displacement crisis.



Our Mission

To empower refugees to sustain new homes, find new hope, and fully experience life.

Our Vision

For every refugee to have a home that supports safety, freedom, and dignity.

Guiding Belief

Within every city where a refugee resettles exists the resources to help them find a place to call home through the support of their new community.



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THE OPPORTUNITY

Under the leadership of the Executive Director, the Development Manager will spearhead development efforts as HFR continues to grow. A newly elevated position in the organization, the Development Manager will help to create an annual development plan to increase and sustain the annual budget. The Development Manager will be responsible for planning and executing fundraising special events and fundraising initiatives that create visibility for the mission of HFR and cultivates donor partnerships and relationships that builds the organization's capacity to achieve its revenue goals.



Additionally, they will create and manage fundraising appeals and communication pieces including but not limited to direct mail, social media, email campaigns, and crowdfunding.

Responsibilities

Development Planning and Management

- Develops and executes HFR's annual development plan in collaboration with Executive Director and Business Operations Director.
- Secures financial support from diverse streams including individuals, faith groups, foundations, and corporations.
- Identifies, writes, and tracks grants.
- Serves as an ambassador of HFR, continuously cultivating, developing, and maintaining ongoing relationships.
- Oversees management of all aspects of special events including fall gala, spring golf tournament, refugee chef dinners, and walk/runs.
- Recruits and manages event and fundraising volunteers.
- Inspires and empowers the Board, volunteers, and staff to fundraise.

Development Communications

- Ensures effective fundraising communication with staff, volunteers, donors, and stakeholders.
- Coordinates monthly newsletters and social media fundraising efforts.
- Creates and oversees organizational communications pieces such as speeches, presentations, press releases, and other collateral as needed.



Development Administration

- Maintains donor database, Neon.
- Serves as primary contact for donors; responds to and resolves administrative issues in a timely manner.
- Provides administrative support related to fundraising efforts as needed.
- Coordinates with HFR financial staff to ensure timely processing of transactions and accurate financial reporting.

Home Team Involvement

- Serves as a coach in our Home Team Program to give vision for refugee resettlement and context for the Development Manager position.

Qualifications

The Development Manager must demonstrate competencies in line with the core values that are the foundation of all activities performed by employees to achieve the mission of HFR.

Specific requirements include:

- Committed to the mission, vision, and values of HFR and its beliefs as a faith-based organization.
- Passionate about making the world a better place and improving the lives of refugees through resettlement teams.
- Bachelor's degree highly preferred.
- Three to five years of previous nonprofit fundraising experience.
- Excellent communication and relationship building skills with an ability to prioritize and work with a variety of internal and external customers, a strong written and verbal communicator.
- A successful track record in setting priorities having keen analytical, organization, and problem-solving skills.
- Successful track record writing and submitting grants.
- Excellent research skills related to identifying, securing, and engaging prospective donors.
- Successful history of identifying, securing, and cultivating corporate sponsors.
- Ability to multi-task in a fast-paced and fluid environment.
- Computer proficiency in Microsoft Office and donor databases; possesses reliable equipment to work virtually.
- Works well with and can lead teams virtually.
- Skilled at social media.



- Holds a high degree of confidentiality.
- Culturally sensitive with ability to work effectively in collaboration with diverse groups of people.
- Professional manner, warm demeanor, collaborative work style, strong moral compass, and positive outlook.
- Strong knowledge of issues surrounding immigrants, immigrant populations, and immigrant policy preferred.
- Successful completion of background check; must have a valid state driver's license, reliable transportation, and meet state required automobile insurance.

Compensation

This is an outstanding opportunity for a highly motivated development professional to assume a pivotal role in a mission-driven, highly respected organization. We are seeking an individual of extraordinary quality with a proven track record of success. HFR is prepared to offer a fair compensation and benefits package. The salary is **\$65K** with full medical, dental, and vision benefits. Additional benefits include paid time off and a remote work schedule.

CONTACT INFORMATION

Please send resumes to:
sbrooks@oneoc.org
714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to Home for Refugees USA will be redirected to OneOC.

Deadline to apply: Friday, April 21, 2023

Home for Refugees USA is an Equal Opportunity employer. Candidates are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.



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