



Position Description: Development Coordinator

September 4, 2019

Organization

Founded in 1987, Our House is a nonprofit organization based in Little Rock, Arkansas. Our House empowers homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. The diverse workforce that makes up the 100+ person team at Our House includes salaried and hourly staff, AmeriCorps and VISTA national service members, interns, and resident job trainees. Our House operates on a budget of approximately \$4 million per year. Over the last decade, Our House has experienced tremendous growth, with an operating budget that has quintupled in size and a campus expansion that has included \$10 million in capital investment. For more information, please visit www.ourhouseshelter.org.

Corporate Culture

Our House has a uniquely positive and mission-focused corporate culture. Team members are encouraged and expected to take their position seriously, work hard, work together, engage supporters wherever possible, and always remain focused on the Our House mission. The Our House team has defined a set of seven "Guiding Principles" that characterize our culture and that we intentionally seek to uphold. They can be found at www.ourhouseshelter.org/guidingprinciples.

Position

Reporting to the Development Director, the Development Coordinator is responsible for cultivating relationships with current and prospective donors to Our House, raising operating and capital funding to meet budget needs, conducting research for new donors, and managing all event related activities on our campus. The Development Coordinator's responsibilities include:

- Locate sources of funding, approach suitable funders, and solicit donations to the organization from individuals, corporations, congregations, and foundations.
- Conduct diverse fundraising activities including mail and online fundraising appeals, presentations, tours, and one-on-one asks.
- Oversee annual fundraising events and ad hoc fundraisers, including organizing volunteer committees, soliciting monetary and in-kind donors, and event planning activities.
- Work closely with the Development Director to identify and prioritize major gift prospects.
- Work with the Development Director to develop and oversee the Our House event media strategy, prepare and submit press releases, and organize press events.
- Oversee donor recognition activities.
- Manage a full-time AmeriCorps VISTA service position to achieve fundraising goals and objectives.
- Assist the Development Director with donor recognition and donor appreciation activities.
- Maintain donor contact information, prepare mailings, and conduct research for the organization.
- Prepare solicitation letters, thank you letters, and invitations for fundraising endeavors.



- Maintain a database to track contacts, resources, and development activities.

Qualifications

The Development Coordinator will be thoroughly committed to Our House’s mission. All candidates should have the following qualifications and experience.

- High school diploma or equivalent required; Bachelor’s degree preferred.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Relationship builder with the flexibility and finesse to “manage by influence.”
- High energy, maturity, and leadership skills with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, and clients.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of Our House.

Other Requirements

- Must possess a valid driver’s license and vehicle to use in performance of job. Position requires some travel within Central Arkansas.
- Must be able to pass criminal background and child and adult maltreatment screens and a pre-employment drug screen.

Salary and Benefits

- This is a full-time, salaried, exempt position.
- Benefits include employee health insurance (paid by Our House) and optional dental, vision, and life insurance (paid by employee). Benefits become available after 60 days of employment.
- 10 days of annual leave per year
- 8 days of holiday leave per year including a “birthday holiday”.
- 15 days additional leave for illness/”requirements of life”

To Apply

Please send a resume and cover letter to careers@ourhouseshelter.org. Include the words “Development Coordinator” in the subject line.

Our House is a drug free workplace.



Our House is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all team members. People of color and members of the LGBTQ community are encouraged to apply.