



About Eddy House:

Eddy House creates a safe environment for homeless and at-risk youth, ages 18-24, to develop life and job skills necessary for sustainable independence. Eddy House is the only nonprofit agency in Northern Nevada that serves *any* homeless and at-risk youth aged 18-24, regardless of gender, ethnicity, sexual orientation, or race. Eddy House was founded in 2011 by Lynette Eddy and established an Emergency Shelter and wrap-around services in 2020. The Drop-In Center and Emergency Shelter meet the basic needs of youth including a food pantry, three meals daily, emergency beds, case management, a clothing closet, access to medical care, and other essential resources. In addition, our clients can access holistic programs and services to improve their understanding of financial literacy, workforce training and development, transportation, education, community, and health as we prepare them to live independently.

Job Description

Job Title: Development Manager

Department: Development

Reports To: Chief Operating Officer

FLSA Status: Exempt

Salary: Starting at \$40,000. Candidates with more experience may be considered for a Director of Development title.

Prepared Date: January 2023

Position Description:

The Development Manager is responsible for cultivating donor relationships, preparing donation reports and grant applications, and serving as the Eddy House liaison to community groups and organizations.

Essential Job Functions may include the following or other duties as assigned:

- Research, identify, and pursue relationships with private foundations, donors, and corporations whose areas of giving align with Eddy House and whose resources could be pursued to address the organization's needs.
- Assist with the grant application, reporting, and tracking for private and corporate foundations on behalf of Eddy House.
- Cultivate relationships with individual donors and provide them with appropriate information regarding their donation.
- Manage the donation acknowledgement process and maintain accurate donor records in Donor Perfect.
- Oversee all donor communications including appeals, thank you's, etc.
- Present to community groups, companies, and other organizations and serve as their liaison on behalf of Eddy House.
- Lead the Development Meeting and serve on other relevant internal committees and meetings.
- Prepare monthly report of donations, grants, and appeals for the CEO to present at the board meeting



- Give tours of Eddy House facilities to potential donors and other community members, and represent Eddy House at events and tabling opportunities.
- Oversee the volunteer program, meal donations, and other in-kind donations.
- Lead the Development efforts and co-manage the Development Coordinator and Intern.
- Coordinate NHYAM, Because of You, and *But First, Dessert* events and recruit partners, sponsors, and silent auction donors.
- Update and maintain plaques for the donor wall and manage inventory of gifts for donor recognition and tours
- Coordinate with the Marketing team to prepare flyers and other designs as needed.
- Assist with donation pick-ups and coordinate storage and distribution of donated items.
- Provide excellent and professional service to donors and community partners in person and on the phone.
- All communication is professional and helpful.
- Assist others as requested or assigned.
- Perform related duties as required.
- Maintain a safe and clean work environment.
- Maintain professional and courteous appearance and demeanor.

Requirements/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum: Associate's degree.
- Preferred: Bachelor's degree in Public Relations, Communications, Marketing, or similar field.
- Previous experience in Donor Relations, 2+ years preferred.
- Valid Nevada driver's license and reliable vehicle with current vehicle registration and insurance.
- Must be able to pass a Background Check and Child Abuse Registry Search.
- Must demonstrate high level of confidentiality and professionalism.
- Proficient with Microsoft Office, DonorPerfect, Canva, and other platforms.
- Strong interpersonal skills with the ability to communicate clearly and in a calm and pleasant manner.
- High level of organization and attention to detail with demonstrated interpersonal skills.
- Ability to read and write checklists, reports, and correspondence. Ability to read and comprehend complex instructions, memos, etc.
- Ability to analyze and perform complex computations with reasonable speed and accuracy. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized



situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, stand, walk, bend, drive, and have specific vision abilities to include close and distance vision, and ability to adjust focus working with computer business equipment and while driving. Must be able to lift up to 25 pounds on occasion. The noise level in the work environment is usually low level.

The overall nature of the position is sedentary requiring little physical effort and light exertion. There is occasional exposure to environmental conditions such as heat, cold, and temperature changes.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.