
Milford Housing Development Corporation

Job Description – Resource Development Specialist

Position: Resource Development Specialist

Location: Milford, Delaware

Classification: Full-Time, Exempt

Immediate Supervisor: Chief Operations Officer

Description:

Milford Housing Development Corporation (MHDC) is a value-driven, nonprofit affordable housing developer and program provider, offering a full-continuum of housing-related services to meet the needs of the community. The agency is known for an open-minded approach, commitment to quality, and caring passion for client and staff alike. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization to carry out MHDC's mission.

The Resource Development Specialist serves as the principal fundraising manager for MHDC and will be responsible for the oversight, planning, and implementation of a comprehensive fundraising program that secures the significant financial resources from individuals, foundations, corporations, and others to support MHDC and its mission. The Resource Development Specialist focuses on long-range strategic priorities, seeking to raise multi-year commitments and communicates the agency's vision to others.

Duties and Responsibilities

Specific:

- Research and prepare grant proposals to support MHDC's programs, goals, and objectives through state, federal, religious, charitable, civic, and professional organizations.
- Motivate and coordinate staff members and volunteers, including MHDC's Board of Directors, in the identification, cultivation, solicitation, and stewardship of donors.
- Entrepreneurial activities including identifying and evaluating available project, program, business, and funding opportunities.
- Develop partnerships with counties and cities, public agencies, lenders, grantors, and private business to engage within MHDC's programs.
- Program design, development and operation including preparing and submitting grant applications and reports to all funders as required.
- Provide outreach via presentations, public relations, memberships and participation to the communities we serve to engender support for MHDC's mission and programs.
- Develop and maintain MHDC's prospect database and various sub-category lists.

General:

- Maintain a valid driver’s license and proof of automobile insurance for personal vehicle used for MHDC travel.
- Comply with MHDC’s personnel policies outlined in the Personnel Manual.
- Communicate in a professional manner in all written and oral interactions.
- Accomplish established work plan and objectives.
- Report activities/accomplishments to supervisor and funding sources in a timely, complete, and accurate manner.
- Position may require some daily, evening, and occasional overnight travel.
- Maintain professional quality written communication in all correspondence, memos, proposals, and funding requests.

Qualifications

General Requirements:

- Bachelor’s degree in related field and a minimum of two (2) years of grant writing and development experience/nonprofit, and/or housing related experience.
- Strong computer skills including Microsoft Office, database management, and using fundraising software.
- Good finance and budgeting skills.
- Leadership skills and ability to inspire trust. Ability to organize staff and team to work effectively together.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Courteous and business like manner in dealing with public and co-workers.
- Excellent verbal and written communication skills.
- Demonstrate professional quality oral communication and presentation skills.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

Name (Printed)

Signature

Date