



# POSITION: DEVELOPMENT ASSOCIATE. FULL TIME

Ministry: Development

Reports to: Division Director of Development

FLSA Status: Salary Exempt

Posted Date: May 2024

**ORGANIZATIONAL BACKGROUND:** At Hesed House, saving the world isn't a flight of fancy – it drives us in every action we take. We truly believe we are going to end homelessness. For us, serving one's neighbor – particularly poor, oppressed, marginalized, victimized, disinherited neighbors – is both a calling and an obligation that we tackle head on each and every day.

**SUMMARY:** Hesed House is a faith-based organization serving the homeless and vulnerable, and a national model for ending homelessness with our Comprehensive Resource Center, shelter programs, supportive housing, and more. Our programs serve an average of 1000+ individuals per year.

We are open to serve 24 hours a day, 365 days a year. Our shelters offer meals, clothing, sleeping accommodations, showers and laundry facilities to people in need. In addition, through our case managers, guests have access to general counseling, substance abuse counseling, medical services, legal services, job coaching, rehousing services, and more. Our vision is to end homelessness – one person, one family at a time.

## Development Associate

"Generalist" development/fundraising background with 3-5 years of proven experience in the following areas:

- Donor Relations and Stewardship
  - Share regular updates from Hesed House to encourage connection
    - Engage and Grow Monthly Giving Program
    - Streamline Impact Reporting
    - Support Data Entry and Gratitude Processes
- Support Private Grants & Grant Processes
  - Grant Tracking
  - Impact Reports
  - Support Grant Reviewing and Writing (as needed)
- Marketing and Communications
  - Assist with Social Media and Online Communications
  - Assist with Newsletters
  - Create videos and other multi-media (as needed)
- Database Management
  - Work collaboratively to develop systems that streamline data entry
- Events
  - Help manage events that support Hesed House's mission and vision throughout our community while raising much-needed awareness and critical funding.

As the second-largest homeless shelter in Illinois, thousands of donors and volunteers help us care for our guests on an annual basis. *This role has the unique opportunity to help us care for the people who help make the work of Hesed House possible!*

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## **ONGOING DEVELOPMENT WORK**

- Serve as a representative of Hesed House as a member of the Development Department (as needed):
  - At Fundraising Events
  - Speaking Engagements
  - Third-party Events
  - Other community events
- Work with volunteers to support Development efforts.
- Other duties as assigned.

## **CORE REQUIREMENTS**

- Have demonstrated written and verbal communication skills; excellent people and organizational skills; above-average ability to handle multiple priorities
- Have the ability and desire to work in a team-oriented environment, while also being self-motivated
- Effectively utilizes Microsoft programs, including Word & Excel. Familiar with Outlook.
- Must be able to work in a fast-paced, sometimes chaotic environment with people from across the organization serving in a variety of capacities
- Have the ability to work flexible hours including nights, holidays, and weekends when needed
- Must pass DCFS and criminal background checks
- Remains well-versed in programs, services, and systems procedures
- Is punctual, prepared for, and participates in meetings

## **QUALIFICATIONS, EDUCATION and/or EXPERIENCE**

- Must ascribe to the Hesed mission: "To feed the hungry, clothe the naked, shelter the homeless and give people the chance to hope again."
- Must be able to work with both faith-based and secular organizations
- Good communication and strong telephone and computer skills
- Superior management and organizations skills needed
- Previous non-profit volunteer management preferred
- Must have a Bachelor's degree or a combination of education and life experience

## **DESIRABLE FACTORS INCLUDE**

- Bilingual ability (English/Spanish)
- Familiarity with Raiser's Edge NXT, CERVIS, Canva, Slack, and other online tools

IF INTERESTED, PLEASE SEND YOUR RESUME TO

**CAREERS@HESEDHOUSE.ORG**

WE LOOK FORWARD TO HEARING FROM YOU!