



Position Description

I. Identification

Title: Director of Resource Development
Reports to: President & CEO

II. Who We Are

NeighborWorks Green Bay is a recognized leader in housing and community development. We are a resident-led non-profit corporation founded in 1982. We partner with neighbors, local government, and business to deliver a variety of educational and financial programs promoting and preserving homeownership, increasing financial capabilities, and strengthening communities. We engage in community-interest real estate development, including construction, renovation, and operation of single- and multifamily residences and commercial projects. As an equal opportunity employer, we are dedicated to fostering diversity within our teams, valuing the varied perspectives, ideas, and experiences that diversity brings, regardless of gender, age, language, ability, ethnicity, cultural heritage, sexual orientation, faith, education, professional background, economic status, marital situation, or family and career commitments.

III. Job Summary

This position directs resource development activities of NeighborWorks Green Bay. The Director of Resource Development consults with executive leadership and other departments to develop fundraising plans and guides their implementation. The position manages gift and grant expectancies, reporting and compliance requirements, and prioritizes opportunities. The Director of Resource Development collaborates with staff and committees and manages departmental resources for gift and grant solicitation, donor stewardship, community building and engagement, marketing, public relations, and event planning and implementation.

Principal Duties and Responsibilities

- Develop overall organizational strategy for resource development and prepare annual fundraising plans. Manage plan implementation for efficiency and effectiveness.
- Seek to understand project and program objectives and opportunities across the organization and convert them into compelling narratives for funders and sponsors.
- Manage resource development data and produce management reports.
- Develop, implement, and maintain organization-wide marketing strategy to position NeighborWorks Green Bay as a leader in the nonprofit housing sector.
- Collaborate with team members on effective community outreach, public relations, resident leadership, events, and volunteer management.
- Participate in community programs and events and raise the profile of the agency and its mission. Ensure representation of the organization at community events and on boards/committees/coalitions.

Donor Engagement

- Develop and implement a continuum of engagement plan addressing acquisition, stewardship, and solicitation.
- Create a variety of opportunities for donors to give including but not limited to annual giving, capital campaigns, planned giving, and gifts of real estate.
- Meaningfully engage with donors and grow the number and size of gifts. Lead fundraising calls.

Preferred Skills and Qualifications

- Ability to manage a department and support the successful performance of staff and volunteers.
- Ability to prepare and manage budgets.
- Exceptional written communication skills including the ability to render complex ideas into plain language that compels action.
- Exceptional oral communication skills including the ability to build mutually beneficial relationships that invites partnership.
- Ability to collaborate with teammates across the organization and develop consensus with respect to roles and duties for specific grants and sponsorships.
- Ability to analyze a variety of data and documents, develop creative and compelling program narratives, and assemble effective information/application packets.
- A minimum of three years' experience in fundraising and team management is preferred.
- Experience and skill in using personal computers and application software, including MS Excel and Salesforce.
- Bachelor's degree
- A combination of equivalent experience and/or education may be considered.

Physical Requirements – Must be able to perform the following activities:

- Ability to focus on a task.
- Ability to communicate verbally and in writing.