



One Roof

To equip and empower Central Alabama to end homelessness through advocacy, education and coordination of services.

Job Title:

Development Specialist

Date:

April 2024

Job Description:**1 | SUMMARY OF FUNCTIONS:**

One Roof seeks a seasoned and successful development specialist to join its multi-disciplinary team. In this position that is new to One Roof, the specialist will use expert communication skills and a keen sense of initiative to seek out grant writing opportunities, to develop relationships with potential donors, and to fulfill financial goals that meet both immediate needs and long-term financial stability goals. By writing winning proposals and building new financially supportive partnerships, the specialist will be an important part of furthering One Roof's monetary abilities to fulfill its mission of equipping and empowering our community to end homelessness as we know it today.

The ideal candidate will be motivated, professional, organized, and will have a knack for research. We're looking for someone who believes in the mission of One Roof and has exceptional drive for furthering our fundraising efforts as well as strategizing and delivering on new ones.

The Development Specialist is responsible for identifying, prospecting, cultivating, engaging and supporting corporate and community partnerships that result in increased visibility and financial support for One Roof. This position is part of the One Roof Leadership Team and effectively collaborates with this Team and appropriate Board Members.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Cultivate and steward donors through in-person visits, phone calls and personalized correspondence
- Manage corporate, congregational, and community partnerships to include: research, stewardship, proposal development, sponsorship requests and associated engagement activities
- Cultivate and grow the donor base, through yearly increases in donor retention and reactivation rates, the number of new individual donors, and increased individual donor revenue
- Research grant and fundraising opportunities, write grant applications and fundraising proposals in collaboration with the program, finance, and administrative departments
- Prepare grant reports for organization projects and maintain a grants calendar
- Monitor grant implementation in collaboration with the program, finance, and administrative departments
- Accept gifts from donors and ensure that receipts and thank you letters are sent promptly and according to policy
- Maintain donor and fund development records and maintain an accurate database of donors and related information resources for use to support future development needs
- Maintain up-to-date records and schedules of funds received, awarded, committed and requested and then prepares reports for the Executive Director as required
- Assist with any other duties as requested by the Executive Director including participation in all major agency functions

3 | ORGANIZATIONAL RELATIONSHIPS:

Works hand-in-hand with other Leadership Team members, collaborates with Board members as appropriate, and reports directly to the Executive Director.

4 | EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma required; Bachelors’ degree or equivalent experience in Marketing, Public Affairs, Fund Development, or related discipline preferred
- CFRE and AFP membership desirable
- 3+ years of professional experience in a nonprofit organization or related field.
- Cultural competency in building long-term positive relationships with a wide variety of stakeholders.
- Strong organizational and time management skills with exceptional attention to detail and ability to manage multiple projects simultaneously.
- Exhibits a professional demeanor and respect of others’ opinions and participation.
- Excellent written and oral communication skills. This includes strong verbal communication skills and demonstrated ability to write clearly and persuasively plus the skill set to create written documents, letters, and reports with little or no oversight.
- Computer literate -- Microsoft Office suite.
- Must possess and maintain a valid Alabama Driver’s License and qualify for coverage under the agency's Automobile Insurance

Description of successful candidate: This person will exhibit critical thinking skills including the ability to anticipate problems; will communicate clearly, both orally and in writing, to varied audiences; and will exhibit strong organization skills with excruciating attention to detail. Exemplary attention to detail cannot be over-emphasized. A successful candidate will have a strong entrepreneurial attitude including a drive for results and the proven ability to stay focused on goals, both short and long-term; and will have expertise in choreographing competing priorities and overlapping deadlines. This person must have excellent interpersonal skills with diverse people, corporations and congregations to convey One Roof’s mission and to make successful asks.

Interested applicants can email their cover letter and resume to jobs@oneroofonline.org. Please include “Development Specialist” in the subject line.

One Roof recruits, hires, compensates, and provides services without regard to race, color, religion, age, gender identity, sexual orientation, national origin, ancestry, political affiliation or belief, veteran status, marital status, or disability status.

Applicants who are BIPOC, LGBTQ+, women, differently abled, and/or bilingual are encouraged to apply, as are persons with lived experience of homelessness or housing instability.

No phone calls, please.

Job Location:	Birmingham, Alabama Hybrid work environment	Company Industry:	Non-profit
Job Role:	Development and grant writing	Benefits:	Paid Medical /Dental, Generous Paid Time Off /Holidays, 401k match after 1 year of service (Adjusted for 3/4 or full time)
Employment Status:	Three-quarter to Full time (Non-exempt)	Employment Type:	Employee, Permanent
Salary Range:	\$40,000 - \$45,000 DOE	Manages Others:	No