



Development Manager

Under the direction of the Executive Director (and with support from fundraising volunteers), the Development Manager is responsible increasing support from private donors, community groups, foundations and area towns for the work of the New London Homeless Hospitality Center. The Development and Communications Manager works to increase awareness of NLHHC accomplishments, build one-on-one relationships with donors from all sectors and implement effective strategies for requesting financial support.

Specific Responsibilities

1. Develop and implement a major donors initiative.
2. Manage on-going requests for financial support to individual donors including the annual appeal.
3. Oversee donation acknowledgement and maintain data base maintenance to track donations.
4. Oversee on-line donation process including updating fundraising database for new donations.
5. Manage budget request submissions to surrounding towns.
6. Manage submissions and track awards/reporting to selected local foundations.
7. Manage submission, deadline tracking and reporting for selected contracts.
8. Manage the annual walk to end homelessness and other special events to increase donations and NLHHC visibility.

Qualifications

Outstanding ability to communicate and build relationships

Strong organizational skills to support managing multiple priorities.

Fundraising experience a plus but not required.

Position

This is half time position but hours are very flexible. Most work would be done remotely. Compensation is between \$18-\$20 per hour depending on experience.

Application

Applications will remain open until a candidate is selected. Interested applicants should submit a resume and a detailed cover letter describing his/her relevant experience. Resumes without cover letters will not be reviewed. For more information about the work of the New London Homeless Hospitality Center please check our website at NLHHC.org.

Applications may be submitted by email to:

Paula Hardy
Personnel Manager
personnel@nlhhc.org

New London Homeless Hospitality Center is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of New London Homeless Hospitality Center's hiring practices, and to all terms and conditions of employment.

For more information about the New London Homeless Hospitality Center visit our website at NLHHC.org