



Proposed Position: Associate Director (Full-time)
Reports to: Executive Director

Donor Development

- Support Executive Director with Board and Donor Development;
- Develop and grown grant program through the supervision of Grant Manager.
- Manage and grow monthly donor, corporate matching, and year end programs
- Support Event Manager in procuring sponsors for FH events
- Develop relationships with bottom tier donor

Communications and Events

- Lead and manage Event and Marketing Manager;
- Work in collaboration with Event and Marketing Manager to create marketing materials that can easily be passed along by community influencers
- Lead and manage Community Relations Developer;
- Develop and build relationships with community leaders and influencers while raising awareness for Fellowship Housing
- Actively engage in networking events
- Recruit and lead student board members and monthly student board meetings
- Work alongside student board members for the student-led fundraising event

Office Management and Human Resources

- Supervise Operations Manager
- Oversee the development and implementation of personnel policies and procedures, which support the needs of staff;
- Manage employee termination/exiting process, recruitment/hiring process; on-boarding; retention process;
- Collaborate with Executive Director on employee relations; training and development; culture assessment/improvement;
- Facilitate weekly staff meeting.

Qualifications

- Bachelor's degree, preferably in business or nonprofit management
- Leadership and management experience
- Experience with donor development and event planning a plus
- Energized by meeting new people and getting them connected to Fellowship Housing
- Excellent written and verbal skills