



Welcoming Home
Director of Development – Part Time

Excellent part-time opportunity to work mostly from your home in the SF Bay Area, preferably Marin, for a socially responsible organization with a mission to help those who are in need in our community.

Welcoming Home (WH) is a 501(c)(3) non-profit. We provide furniture and household goods for families and individuals in Marin and Sonoma counties transitioning out of homelessness and poverty by fully furnishing and equipping their new homes. We engage the local community in donating gently used furniture, thereby keeping good furniture out of landfills. Referrals of families/individuals come from local non-profit social service agencies who help these clients access affordable housing.

Key Responsibilities:

The position will report to the President and Founder of Welcoming Home and will carry out the following responsibilities in support of the organization's mission:

- Develop and execute Welcoming Home's annual fundraising plan
- Identify relevant grant/foundation opportunities and write/submit grant applications
- Secure financial support from individuals, foundations and corporations
- Develop and maintain/track a donor database
- Develop and maintain/track a grant/foundation database
- Develop and maintain/track ongoing relationships with major donors
- Create and execute a strategy for a large, sustained base of annual individual donors
- Develop materials in support of all foundation, grant, corporate, and other feasible fundraising opportunities
- Manage WH external communications, such as newsletter, "Before and After" updates after each Welcoming, social media, etc.

Qualifications:

- Strong affiliation with Welcoming Home's mission
- BA (required), MA (a plus)
- Five + years of non-profit development experience
- Three + years of experience creating communications/newsletters/ social media postings, etc.
- Demonstrated excellence in organizational and communication skills
- Must reside in SF Bay Area, preferably Marin County

Compensation

This is a part-time, exempt role at 20 hours per week. Salary range \$40k - \$50k depending on experience. This is a fully remote position but from the SF Bay Area, with flexible hours, though you will need to be available during weekdays to meet with donors, funders, and the Board/management team on a regular basis.

How to Apply

Please send a cover letter, with resume attached, including your LinkedIn URL, to info@welcominghome.org.

Welcoming Home is an equal employment opportunity (EEO) and affirmative action (AA) employer.