



HQ provides a safe and affirming space for youth to find rest, build connections and pursue their passions to realize their dreams.

Position Title: Development Assistant	Reports To: Development Director	Status: Part-Time, 25 hrs/week
Position Summary The role of the Development Assistant is directly responsible for engaging the community in fund development activities and sharing the mission of HQ. This position works directly with the Development Director to create and execute the advancement strategy of HQ - including understanding and clearly articulating the experience of unsafe/unstably housed youth to volunteers, donors and the public at large.		
Responsibilities <ol style="list-style-type: none">1. Relational<ol style="list-style-type: none">A. Be able to articulate and demonstrate the culture, mission, and goals of HQ among current and prospective donors and volunteers.B. Cultivate and grow relationships with current and prospective in-kind and third-party donorsC. Develop and manage donor/volunteer follow up and recognition processD. Attend area-wide networking events and activities for relationship building and assessing support interestE. Coordinate community engagement events2. Development Team<ol style="list-style-type: none">A. Work closely with Development Director to develop a comprehensive fundraising plan (achieving individual goals within an annual budget) by engaging individual, corporate, and community groups<ol style="list-style-type: none">i. Including but not limited to semi-annual appeals, group tours, major donor support, corporate matches, direct mailings, third party events and other activities and initiatives as directed by the Development Director or Executive Director.B. Provide administrative support for development-related activities3. Management<ol style="list-style-type: none">A. Work with the Development Director, volunteers and HQ staff to achieve the organization's fundraising goals.B. Document activities, track trends and report out as needed to track progress towards organizational goals.C. Supervise volunteers/interns/youth ambassadors as appropriate.		
Qualifications + Experience <ol style="list-style-type: none">1. Requirements<ul style="list-style-type: none">▪ Bachelor's degree or 2+ years equivalent professional experience▪ Dedication to team work, professional development and overall excellence		

- Basic understanding of the West Michigan nonprofit and donor landscapes
- Exceptional communication skills (verbal and written) with diverse audiences
- Experience speaking in front of groups
- Skilled in event planning and project management (including demonstrated history of successful events)
- Demonstrated the ability to solve problems, analyze systems and data, and make suggestions for improvement
- Ability to pass all background and driving checks
- Possess a valid driver's license
- Must be able to perform moderate physical work and stand for 2+ hours at a time
- Flexibility for 10-20 non-traditional work hours per month (evenings and weekends)
- Support other initiatives, strategies and duties as assigned by Development Director or Executive Director

2. Preferences

- Basic understanding of challenges for those who have experienced housing crisis, trauma and/or mental health/substance use issues
- Marketing, business and/or sales experience

Equal Opportunity Employment:

HQ seeks to insure and provide equal opportunity for all persons seeking employment without regard to race, color, nationality, religion/culture, gender identity/expression, sex, marital status, sexual orientation, socioeconomic status, military status, or disability.

We strongly desire to build a team that accurately represents the diversity of our target population.