



Position: Funding and Sustainability Manager

Reports to: Executive Director

Hours: FT / M-F 8am-4pm (Occasional evening and weekend hours)

Position Overview: A new position to the organization, the Funding and Sustainability Manager will work directly with the Executive Director to create an effective sustainability platform for immediate and long-term strategic growth. The position will provide support and direction for existing revenue streams while working to identify and implement additional funding sources. The Funding and Sustainability Manager will play a supportive role in the organization's Capital Campaign.

Key Functions:

- Implement creative initiatives that target revenue growth in the areas of planned giving, major gifts and corporate partnerships.
- Research and write grant proposals for submission. Track outcomes and complete grant evaluation reports as required.
- Work closely with Accounting Manager to ensure program funding is being managed in accordance with related grant guidelines.
- Cultivate and maintain relationships with new and existing donors.
- Represent Milagro House, as requested by the Executive Director, at community meetings and industry-related events.
- Attend board development committee meetings and assist in planning and executing special events.
- Maintain a supportive role in the planning and implementation of the organization's upcoming capital campaign.
- Manage the donor database (DonorPerfect) including data entry, gift processing and donor acknowledgment.
- Follow ethical practices associated with the guidelines, policies and mission of the organization.

Milagro House seeks a compassionate individual who understands the importance of our mission and seeks an opportunity to use their talents to contribute directly to our life-changing work. In addition, the following requirements are essential:

- BA is required; MA is a plus.
- A minimum of five years fundraising and development experience.
- Proven track record of meeting or exceeding fundraising goals.
- Excellence in organizational, managerial, and communication skills.
- Self-starter with the ability to think creatively and handle several tasks simultaneously.
- Comfortable working as part of a small non-profit team.
- Familiarity and experience working with a diverse demographic.

[Continued]

Essential Qualifications (cont.)

- Knowledge of the unique challenges faced by women/children facing poverty and homelessness is a plus.
- Ability to work occasional evening and weekend hours as position requirements dictate.
- Have (or be able to successfully obtain) child abuse clearances and criminal background checks.
- Experience with Microsoft Office.
- Valid PA Driver's License.
- Other duties as assigned by the Executive Director.

Application Instructions:

Please email resume and cover letter (along with salary requirements) to:

Christina Duncan, Executive Director: chris@milagrohouse.org

No Phone Calls, Please.

About Milagro House:

Now in its 22nd year, Milagro House provides education, housing and support services for women and their children who would otherwise be experiencing poverty and homelessness. Our vision is to prepare women with the skills they need to break the cycle of homelessness and poverty and move from dependency to self-sufficiency. Education is the underpinning of everything we do at Milagro House and is the catalyst for women moving from dependency to independence through meaningful employment at a family-sustaining wage. Milagro House is a 501(c)(3) organization located in downtown Lancaster, Pennsylvania.

For more information, please visit our website: www.milagrohouse.org

Milagro House is an Equal Opportunity Employer