



**HomeWorks Trenton  
Part-Time Development Director**

HomeWorks Trenton, a 501(c)3 nonprofit organization is currently accepting applications for a part-time Development position. HomeWorks Trenton is a unique community-based, after school residential program that provides academic and social emotional enrichment to Black and Brown high school girls in their community.

This is a great opportunity to run a special capital campaign and build an ongoing development program with an annual fund at a start-up. The immediate priority is fundraising for a purpose-built building. Additionally, the person in this position will play a large role in shaping all aspects of our fundraising, including supporting the Executive Director; researching prospects, foundations, and government programs; managing donor relations; creating fundraising strategies; and maintaining donor database.

Past campaign experience and a deep understanding of established fundraising principles is critical. The ideal candidate will be self-directed and able to turn a nascent development program into a smooth operation while raising money for a specific project. The candidate must be willing to roll up their sleeves and do the work.

Flexible schedule and location; competitive salary.

This is an outward facing role, as well as a support position to the Executive Director. Requirements include:

- Commitment to the HWT mission
- Campaign fundraising experience
- Minimum 5 years fundraising experience
- Strong written and verbal skills
- Social media savvy
- Detail oriented
- Comfortable sourcing and speaking with prospects
- Well organized and focused to be able to move the needle
- Ability to work on multiple projects concurrently
- Understanding of and comfort with general online database usages
- Willingness to work remotely

To apply, send cover letter with salary requirements and resume to [gsreeder@homeworkstrenton.org](mailto:gsreeder@homeworkstrenton.org).