

Deconstruction Sales and Development Associate

Second Chance, Inc. is seeking a professional to join the business development team to provide support for its customer-facing functions. The team member's responsibilities will be split between deconstruction sales, development and acquisitions/donations. In Deconstruction Sales, you will be the initial point of contact for potential house donors, sharing with them the features and benefits of working with Second Chance to deconstruct their building. You will also support the fundraising efforts of the Capital Campaign.

This person is self-directed, collaborative and can work productively and cooperatively with a wide variety of individuals. The Associate is comfortable interacting with the public individually and in groups and is able to understand and communicate well ACROSS A DIVERSE SPECTRUM OF STAKEHOLDERS.

Deconstruction Sales:

- Educate potential house and structure donors about the deconstruction process and features and benefits of working with Second Chance
- Provide excellent customer service throughout the process, ensuring that each prospect is able to make an informed decision, regardless of outcome

Development – Fundraising and Acquisitions/Donations:

- Assist and support the Capital Campaign and Workforce Development functions in capital, programmatic and operational fundraising efforts.
- Assist with fundraising proposals, letters and reports.

MINIMUM QUALIFICATIONS:

Education/Experience:

- Requires a Bachelor's degree, new college graduates and veterans encouraged to apply
- Detail-oriented and organized, with accuracy and follow-through
- Excellent verbal and written communication skills, including interpersonal savvy, listening and influencing skills
- Ability to work independently, with initiative, and problem-solve in a thoughtful, considered manner
- Ability to work in sensitive situations with utmost discretion and maintain confidentiality
- Culturally sensitive working with staff and candidates from diverse backgrounds
- Ability to work weekends occasionally

SALARY: Commensurate with qualifications and experience.

APPLICATION: Please submit resume and cover letter that describes your background and interest in the position to jobs@secondchanceinc.org.