



DEVELOPMENT MANAGER

The Housing Industry Foundation (HIF) is seeking an energetic, relationship-driven, and results-oriented professional to help strengthen and expand support for a dynamic, multifamily housing industry-based nonprofit dedicated to preventing homelessness. Through emergency housing grants and the renovation of community-based shelters and transitional housing facilities, HIF delivers tangible, life-changing impact across the communities we serve.

HIF is entering an exciting period of growth and strategic evolution. The Development Manager will play a vital role in advancing our next chapter — driving revenue growth, strengthening donor partnerships, and leading marketing initiatives that elevate HIF's visibility and impact across the industry. We are looking for an ambitious, collaborative, and mission-driven professional who is eager to build momentum, strengthen partnerships, and help shape the future of HIF's growth and community reach.

RESPONSIBILITIES

Reporting to the Managing Director and partnering closely with the Executive Director and Events Director, the Development Manager will execute HIF's fund development and marketing goals:

Fund Development & Revenue Support

- Support execution of HIF's annual fundraising strategy and contribute directly to achieving annual revenue goals
- In partnership with the Executive Director, cultivate and steward major donors, corporate partners, and foundations
- Independently manage assigned segments of the donor pipeline, including outreach, follow-up, and stewardship
- Identify and pursue sponsorship and partnership opportunities within the multifamily housing industry
- Maintain and utilize HIF's CRM system to manage the donor lifecycle, track activity, and report on revenue progress
- Provide limited support for grant research, writing, and reporting as needed

Marketing & Communications

- Lead coordination and execution of HIF's organization-wide marketing and communications efforts, ensuring alignment across programs, events, and fundraising initiatives.
- Partner with the Executive Director, Events Director, and external graphic design consultant to develop marketing collateral, website updates, and event materials
- Develop and manage HIF's social media strategy and engagement
- Maintain HIF's presence on philanthropic and industry platforms (GuideStar, Charity Navigator, etc.)
- Draft press releases and support cultivation of media relationships when appropriate
- Monitor industry trends and identify opportunities to increase HIF's visibility and partnerships

Events Collaboration



- Work closely with the Events Director to support sponsorship strategy, donor engagement, and revenue generation tied to HIF events
- Support event-related donor stewardship and follow-up efforts

The above is a general outline of the Development Manager's scope of work. Additional duties and tasks may be assigned as needed in order to support the HIF team and programs.

MINIMUM QUALIFICATIONS

- Minimum of 5+ years of demonstrated success in fundraising, development, marketing, sales, or related revenue-generating roles, with measurable results and clear performance benchmarks (transferable experience welcomed)
- Demonstrated ability to meet or exceed fundraising, sales, or revenue targets
- Experience managing a donor or sales pipeline using a CRM system to track outreach, relationships, and revenue activity
- Hands-on experience researching, writing, and managing grant proposals and reporting requirements
- Direct involvement in securing sponsorships and supporting fundraising events preferred
- Proven ability to work independently and collaboratively in a fast-paced, evolving environment with strong initiative and sound judgment
- Strong project management and organizational skills, with demonstrated ability to manage multiple priorities and deadlines
- Excellent verbal and written communication skills, including donor-facing communications and marketing materials
- Strong analytical skills and comfort tracking metrics and evaluating performance outcomes
- Experience building and stewarding relationships with diverse stakeholders, including donors, corporate partners, foundations, board members, and volunteers
- High level of professionalism, discretion, and emotional intelligence
- Proficiency in Google Workspace and Microsoft Office required; experience with Salesforce, WordPress, Adobe Creative Suite, and MailChimp preferred

COMPENSATION & SCHEDULE

- \$95,000 - \$105,000 DOE
- Bonus potential depending on performance
- Full-time salaried position (Monday through Friday and weekends as needed)
- Hybrid work schedule; 3 days in office, 2 days remote
- Health, vision, dental and life insurance coverage
- 401(K) retirement plan participation opportunity with HIF match
- 11 paid holidays
- 15 PTO days
- 5 sick days
- Mileage reimbursement to offsite locations
- Cell phone allowance

Please submit a cover letter, resume, and a writing sample (i.e. grant proposal, press release, blog, article, etc.), to hifjobs@hifinfo.org.