



## **Development Manager**

The Housing Industry Foundation (HIF) seeks an energetic, positive, and skilled professional to nurture a strong existing donor base and grow support for a venerable multifamily housing industry based non-profit dedicated to preventing homelessness through emergency assistance grants and renovating community based shelters and transitional housing facilities.

HIF is entering a key period of growth and change for the organization. The Development Manager will be a vitally important part of our team and the next era of impact. We seek ambitious, hardworking, and fun professionals to help meet our current goals and strengthen existing relationships and outcomes, while laying the groundwork for growth.

### **RESPONSIBILITIES**

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

- Ensure HIF's fundraising goals and budget projections are achieved
- Research and coordinate prospect cultivation for Major Gifts Campaign small donor development
- Effectively utilize HIF's CRM and database system to manage the prospect and donor life cycle including outreach, data collection, management, and follow-up
- Manage and enhance HIF's marketing needs including collateral and website updates
- Develop and lead HIF's social media functions and strategy, including day to day strategy and engagement with our large network of donor companies and vendors
- Manage the agency's grant funding research, submission, and reporting requirements
- Work to establish and promote planned & legacy giving as a part of HIF's development strategy
- Manage HIF's presence on philanthropic platforms including Guidestar and Charity Navigator
- Monitor trends in the multifamily housing, philanthropic, government, and nonprofit sectors
- Help establish relationships in local newspapers, television, social media, and/or radio securing enhanced exposure for HIF's programs and events, and write press releases as needed

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**

- Leader with a positive, collaborative spirit
- 4 + years proven development/marketing or similar sales related experience measured via clear benchmarks and metrics (transferable experience in other industries and positions is welcome)
- Demonstrated ability as a self-starter working independently and as part of a team, requiring minimal supervision in a fast-paced, changing environment
- Strong work ethic and team player with the ability to laugh and celebrate successes and milestones big and small
- Extremely detail-oriented and well-organized



- Excellent verbal and written communication skills
- Superior project management competencies
- Proven analytical and problem-solving capability
- Ability to effectively work with a range of individual and corporate contributors, board members, foundations, volunteers, and staff
- Proficiency in Google and Microsoft Office software systems and products required

### **PREFERRED QUALIFICATIONS**

- Experience with Salesforce, WordPress, Adobe Creative Suite, and MailChimp

### **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](mailto:hifjobs@hifinfo.org).