

Position summary:

The Housing Industry Foundation (HIF) seeks an energetic, positive and skilled development professional dedicated to securing the resources to create impact in the community and to assist in the resurgence and expansion of an established industry based non-profit. We are building a new culture and moving this organization forward and seek ambitious, hardworking and fun professionals to help us leverage our existing support toward greater impact in the community.

Reporting to, and in collaboration with, the Executive Director, the Development Manager is responsible for crafting and implementing all HIF fundraising strategies, coordinating special events, HIF marketing and setting the groundwork for designing planned giving opportunities. As the department grows, supervision of a development team will be required.

RESPONSIBILITIES

Working with Executive Director and event committees, the Development Manager will:

Planning:

- Develop, implement, monitor, and evaluate the agency's fund development plan, including fundraising budget, goals, and timelines
- Establish and recruit for a Fund Development Committee
- With Fund Development Committee, establish and lead the implementation of a Legacy program with goals and timelines
- Assist Board Members with development contributions, networking and planning to maximize relationships, event sponsorships and

Fundraising Activities and Events:

- Coordinate all special events, including annual Summit Dinner, Donor Appreciation Party, VIP Luncheon, Kickball Tournament Fundraiser, year-end Board reception, and renovation open-house events; main point of contact for solicitation, correspondence, RSVP management, logistics, and event set up and clean up
- Oversee annual renewal and new solicitation of Rod Standard Grant Program participants
- Design and promote Year End Appeal/Giving Tuesday Campaign and any other crowd funding opportunities
- Oversee and/or prepare appropriate staff and board members to meet with and secure funding from foundations and corporations
- Manage the agency's grant funding requirements, including research, writing proposals and reports, and submissions
- Support the organization and marketing of Corporate Champion volunteer service days
- Solicit and develop new ideas for events and fundraising strategies, be ahead of the curve on trends and best practices in the sector

Stewardship

- Develop effective working relationships with donors, volunteers, board members, and others to nurture their connection to the organization
- Develop and oversee stewardship plan for donors that includes various levels of communication, acknowledgment, connection and outreach
- Manage and continuously improve back office development operations, including maintaining donor database and training/managing users

Marketing & Communications

- Demonstrate superior writing skills and proposal development
- Manage HIF's on-line presence including HIF website, social media, and email newsletters
- Prepare program summaries, impact and evaluation reports, memos, and letters for internal and external publication purposes
- Solicit and prepare client testimonials and other case studies for internal and outreach purposes
- Oversee production of graphic design, marketing, and collateral materials
- Work with HIF volunteers, consultants and agencies to create and produce media and video/print content for various platforms and uses
- Develop annual marketing and public relations plan to achieve increased levels of media exposure in local newspapers, television, social media, and/or radio
- Acting as spokesperson for the agency, develop and make public presentations to community groups,
- Act as key contact and liaison with all community groups, partners, donors, foundations

Any additional duties as deemed necessary by the Executive Director, with the expectation of complete confidentiality on all business matters.

MINIMUM QUALIFICATIONS

- 4-year college degree
- 3-5 years proven development experience measured via clear benchmarks and metrics
- Demonstrated ability as a self-starter working independently and as part of a team, seeing projects through to conclusion with minimal supervision, in a fast-paced changing environment
- Extremely detail-oriented and well-organized
- Excellent verbal and written communication skills; demonstrated ability to write proposals and reports
- Superior project management and reporting competence
- Proven analytical and problem-solving capability
- Proficiency in Microsoft Office and web applications
- Capability to relate well to public and private funders, individual contributors, board members, community leaders, volunteers and staff
- Ability to attend community activities, including a professional appearance and conduct

Must have access to a car as local travel will be necessary

PREFERRED QUALIFICATIONS

- Experience in social services field, affordable housing programs and/or the Apartment Industry
- Experience in marketing and media relations
- Experience with E-Tapestry (or similar funding database system), WordPress, Adobe Creative Suite, QuickBooks, Constant Contact and Microsoft Access

SCHEDULE & COMPENSATION

- Full-time (Monday through Friday and weekends as needed), Salaried position
- Schedule flexibility (Coordinated and approved via Executive Director after probation period and if performance benchmarks are achieved)
- Salary commensurate with experience
- Health, vision, dental and life insurance coverage
- 401(K) retirement plan participation opportunity with HIF match
- 12 paid holidays
- 15 PTO days (unused PTO rolls into next year for one year)
- 5 sick days
- Mileage and misc expense reimbursement
- Cell phone allowance

Submit resume, cover letter, writing sample and salary requirements to Inas Elmashni-Atawneh at: inas@hifinfo.org

Cover letters will be considered one of two required writing samples

Please, no calls