

**Position summary:**

The Housing Industry Foundation (HIF) seeks an energetic, positive and skilled development professional to help lead in the resurgence and expansion of an established industry based non-profit dedicated to supporting and operating homeless prevention programs. We seek ambitious, hardworking and fun professionals to help us leverage and grow our existing support toward greater impact in the community.

**RESPONSIBILITIES**

Reporting to the Executive Director and working with our event committees, the Director of Development & Communications responsibilities include:

**Development and planning:**

- In partnership with the ED and board committees:
  - Develop, implement, monitor, and evaluate the agency's fund development plan, grant submissions and schedule
  - Implementation of a Legacy program with goals and timelines
  - Assist Board Members with development contributions, networking and planning to maximize relationships and event sponsorships

**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 and logistics
- Oversee annual renewal and new solicitation of Rod Standard Grant Program participants
- Design and promote Year End Appeal/Giving Tuesday Campaign
- 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 and reporting
- Support the organization and marketing of Corporate Champion volunteer service days
- Solicit and develop new ideas for events and fundraising strategies

**Stewardship**

- Develop and nurture effective working relationships with donors, volunteers, board members
- Work with HIF team and office manager to improve back office development operations

**Marketing & Communications**

- 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
- Develop ongoing and annual marketing and public relations strategies to achieve increased levels of media exposure in local newspapers, television, social media, and/or radio
- Act as key contact and liaison with all community groups, partners, donors, foundations as needed

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
- 2-4 years proven development experience measured via clear benchmarks and metrics (transferrable experience in other industries and positions will be considered)
- 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 particularly for 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 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 (Approved by Executive Director based on performance benchmarks)
- Salary commensurate with experience and aligned with overall agency budget
- 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 and misc. expense reimbursement
- Cell phone allowance

Submit resume, cover letter, writing sample and salary requirements to: Inas Elmashni-Atawneh  
[inas@hifinfo.org](mailto:inas@hifinfo.org)

Cover letters will also be considered one of two required writing samples