



# National Low Income Housing Coalition

## PROFESSIONAL SEARCH ANNOUNCEMENT

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**Organization:** The National Low Income Housing Coalition

**Position:** Fund Development Director

**Location:** Washington, DC

*Seeking a results-driven, detail-oriented, and responsible professional to join the NLIHC team.*

## ABOUT NLIHC

The National Low Income Housing Coalition is dedicated to achieving racially and socially equitable public policy that ensures people with the lowest incomes have quality homes that are accessible and affordable in communities of their choice.

NLIHC seeks a Fund Development Director to work closely with the Vice President of External Affairs to support NLIHC's development and fundraising endeavors. The Fund Development Director will develop and execute multi-year fundraising plans to include major gifts, annual appeal, planned giving, event sponsorship, and campaigns. The Fund Development director will supervise two (2) Fund Development staff and will themselves report to the VP of external affairs. The salary range for this position is contingent upon experience and is from \$100,000 - \$120,000. This position requires physical time in the office and the candidate must be located in the metropolitan Washington, DC area or be able to commute to our office located in DC for a hybrid work schedule.

**SEE MORE ABOUT THIS EXCITING OPPORTUNITY!**

**APPLICATIONS RECEIVED BY DECEMBER 8, 2024 WILL BE PRIORITIZED**

## **DUTIES & RESPONSIBILITIES**

- Lead organizational fundraising strategy and implementation plan to grow current annual fundraising.
- Expand NLIHC planned giving initiatives.
- Manage NLIHC's donors and prospects base, developing and implementing tailored cultivation, solicitation and stewardship plans.
- Manage major donor engagement – to include effective solicitations and other fundraising activities.
- Manage research and apply to foundations for grant awards for various programs as needed; manage all aspects of post-award grants including reporting requirements.
- Evaluate progress toward organizational goals/budgets and provide regular reporting to NLIHC CEO and vice president of external affairs.
- Manage systems, processes, and tools to maximize fundraising capacity including overseeing donor management database.
- Work closely across NLIHC's external affairs and other teams to ensure brand representation in all communication outreach and efforts.
- Lead and collaborate with staff on the management and planning of fundraising events and donor receptions.
- Work with communications team to develop print, digital, and social media marketing collateral related to fundraising.
- Plan and manage e-communications, to deliver NLIHC updates across donor base.
- Plan and lead fundraising special events and drives.
- Manage and maintain gift recognition policies.
- Work closely with NLIHC's finance team to manage financial reporting and tracking of donor contributions.
- Manage development and execution of reports and proposals — oversee writing and archiving of all proposals with a long-term relationship-management approach.
- Oversee monitoring of all donor information and use of Salesforce for donor contact management.
- Monitor and report regularly on the progress of the development program, including NLIHC board reports.
- Work closely with the fund development committee of NLIHC's board of directors on planning for annual fundraiser.
- Lead planning and implementation of securing event sponsorships.
- Other duties as assigned.



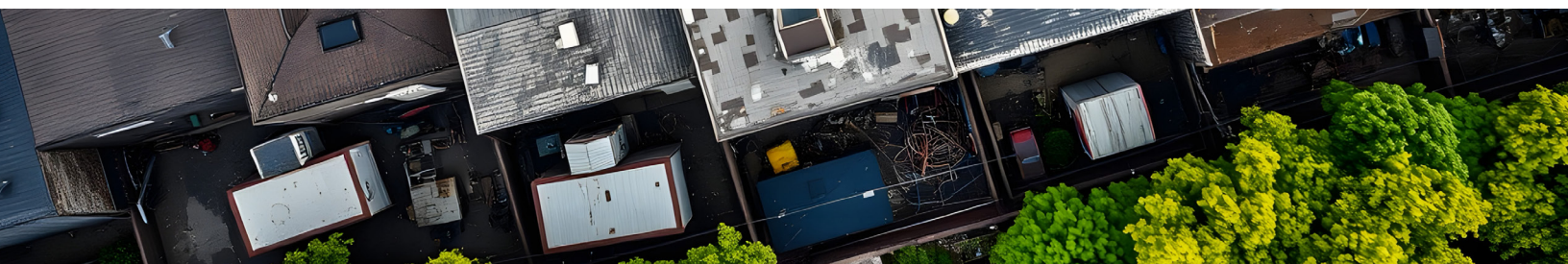
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# QUALIFICATIONS

- Must be based in the metropolitan Washington, DC area.
- Five (5) or more years of relevant Fund Development experience, plus three (3) or more years of management experience.
- Bachelor's Degree, required.
- Must have a strong commitment to social justice and alignment with NLIHC's mission.
- Proficiency with Salesforce is required.
- Proficiency in Grant Writing is required.
- Knowledge of and experience in: Philanthropy, Giving Trends, Benchmarks, and Best Practices; Research; Fundraising techniques and strategies; Data Analytics; and development operations such as Gift Processing, Prospect and Donor Research, and Fundraising Reporting.

NLIHC is an equal opportunity, affirmative action employer.



## HOW TO APPLY

NLIHC has retained Impact Search Advisors by Nonprofit HR as their Professional Search Partner for this mission-critical hire.

To apply interested candidates should submit a resume, cover letter, salary requirement, and one (1) writing sample via the Nonprofit HR website at - <https://nonprofithr.applytojob.com/apply/7bog4caMD7>

Priority will be given to applicants who apply before **December 8th, 2024.**

Please direct inquiries regarding this search to Hakim Davidson, Senior Executive Recruiter at [hdavidson@nonprofithr.com](mailto:h davidson@nonprofithr.com)

### Our Commitment to Diversity, Equity, Inclusion & Belonging



Nonprofit HR is committed to fostering and maintaining a work environment where equity, diversity, inclusion & justice (EDIJ) are fully integrated into everything we do for the benefit of our employees and the clients that we serve. To fully realize our goal, we prioritize our understanding of the complexities of DEI within our workforce to inform our approach to talent management. We believe that this guides how we do our work, advise our clients to operationalize EDIJ and position our content and educational opportunities to help strengthen the talent management capacity of the social impact sector.

We believe that diversity is the presence and celebration of difference that enriches our workplace, including identity-focused characteristics, such as race, gender, disability or age. We also believe that equity is the presence of and commitment to fair treatment, access and opportunity for all, where individuals are not at a disadvantage because of their identities. And we believe that inclusion is how we demonstrate our commitment to diversity and equity and is at the center of our efforts to build an intentional culture that fosters feelings of belonging and honors the differences of our colleagues, clients, partners and vendors. Inclusion ensures that individuals with different identities are valued, leveraged and welcome within our workplace.

Our commitment to EDIJ does not mean that we must agree on everything, nor does it mean that those who do not agree cannot be part of a community. What our commitment does mean is that our differences drive our need to be inclusive, respectful of each other and that we take seriously our professional, ethical and legal responsibilities to honor each other's right to be different.

Continue reading about our commitment at [nonprofithr.com/nonprofit-hrs-official-diversity-statement](https://nonprofithr.com/nonprofit-hrs-official-diversity-statement)

 **IMPACT**  
**SEARCH ADVISORS**  
by Nonprofit HR

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