Housing Initiative Partnership

January 30, 2017

JOB ANNOUNCEMENT

JOB TITLE:	**Director of Resources and Communications**
DEPARTMENT:	**Executive**
FLSA STATUS:	**Exempt**
REPORTS TO:	**Executive Director**
SUPERVISES (DIRECT):	**None**

POSITION SUMMARY:

Under the supervision of the Executive Director, the Director of Resources and Communications is responsible for raising funds to support HIP's mission through grants, individual contributions and special events and for building awareness and support for HIP, affordable housing and the interests of HIP's clients through an ongoing communications strategy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Fundraising (60%)**
   - Prepare and submit proposals for grant support and awards. Create tracking system to ensure accurate grant reporting, timely applications and measuring outcomes in accordance with funder requirements. Submit all grant reports and facilitate meetings with current and potential funders as needed.
   - Work closely with senior staff including the Executive Director, Deputy Director and Director of Housing Counseling to develop content and priorities for grant applications.
   - Plan and execute annual fundraising goals, including writing and preparing appeals to individuals, organizations and corporations; create and maintain a fundraising database and tracking system such as Donor Perfect or Salesforce. Cultivate relationships with organizations and groups to expand HIP's potential donor base (e.g. corporations and local businesses, faith-based groups, volunteer groups, giving circles, civic associations etc.).
   - Plan and execute special events such as ground breakings, grand openings and fundraising events.
   - Work closely with HIP's Accounting Consultant to document grants as they are received.

2. **Communications (35%)**
   - Develop a communications plan to target key audiences including funders, supporters, clients and public officials. Maintain HIP's mailing lists and email marketing lists. Plan regular email news blasts on Constant Contact. With the assistance of the Executive Director, write press releases, news stories and other marketing materials.
   - Work with HIP's webmaster to maintain HIP's website, updating content and posting stories regularly.

- Manage social media, including HIP's Facebook account, with the goal of posting at least two posts a week.
- Organize special events and use other tools to increase community awareness, among housing-related organizations, elected officials and other targeted audiences, through participation, communication and advocacy.

3. Other duties (5%)

- Assist Executive Director and Board Chair by serving as staff liaison to HIP's Advisory Council of regional business and public leaders charged with raising funds and visibility for HIP.
- Maintain a positive, cooperative and close working relationship with staff and the Board of Directors.

QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:

- Bachelor's degree or equivalent.
- Excellent written and oral communication skills. Good eye for graphic and website design. Able to craft effective communication pieces for donors, supporters, funders and the public. Strong working knowledge of website management and social media.
- Experience with donor management databases a plus.
- Ability to successfully manage multiple tasks and assignments to achieve desirable outcomes on time and on budget. Detail oriented.
- Knowledge of Prince George's County and Montgomery County preferred including local government, nonprofits, citizen organizations, faith-based community and related organizations
- Outgoing, engaging and effective at working with and through staff, board members, community organizations and external partners to secure support for HIP's mission.
- Passion for HIP's mission and affordable housing in general.
- Positive attitude and excellent customer service skills.
- Proficiency in Microsoft Office Suite and social media.

ADA SPECIFICATIONS:

This position is primarily sedentary in the Hyattsville, Maryland office and may require some bending and lifting of up to 20 pounds.

TO APPLY:

Submit a cover letter and resume to:

Maryann Dillon
Executive Director
mdillon@hiphomes.org