



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: Director of Development
Reports to: VP of Institutional Advancement
FSLA: Exempt
Rev.: 02/2022

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates ten properties totaling 299 units of affordable housing and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing for affordable housing and a responsible steward of the investments it receives. Jubilee produces not simply affordable housing, but justice housing. Justice Housing is affordable to those with few financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible and near services that support residents as they pursue educational and career attainment. Jubilee is seeking individuals who are excited about this concept and want to work with us to ensure Justice Housing becomes a reality for all Jubilee Residents who want to be a part of the Justice Housing Community.

POSITION DESCRIPTION:

The Development Director will lead ongoing fundraising efforts to support operational needs of the organization. Reporting to the Vice President of Institutional Advancement, this professional must have an established background in raising funds from individuals, corporations, and institutions. The Director will play a leading role in helping Jubilee achieve its goals for expansion.

The Director spearheads identification, cultivation, and stewardship of donor and partner relationships, focusing on individual, foundation, corporate, and government partners. She or he works closely with a team that includes a Grant Writer, Development Officer, VP of Institutional Advancement, and the President & CEO. The Director serves as an external face of Jubilee Housing to corporate donors and select major individual donors, alongside the VP of Institutional Advancement and the CEO.

Our ideal candidate will have a passion for nurturing funding partner relationships and five plus years of primary responsibility for fund development in an organizational setting.

SPECIFIC DUTIES:

Annual Planning and Implementation

- Works closely with VP of Institutional Advancement to create and implement a development plan that meets the financial goals of the organization
- Creates and manages annual calendar and timelines, keeps staff aware of upcoming deadlines, and works with the Grants Reporting Manager and Director of Research Impact and Evaluation to gather

data for funder reports on existing grants.

Donor Cultivation and Stewardship

- Identifies, cultivates, and stewards high-potential individual and corporate donors whose funding priorities are consistent with Jubilee Housing's mission; cultivates corporate, foundation, and government targets whose funding priorities are consistent with organizational mission as well.
- Oversees planning and implementation of in person and virtual tours and events.
- Directs fundraising communication efforts in collaboration with the Communications Manager.

Grants Management

- Collaborates with key program, finance, and evaluation staff to manage the life of the grant and ensuring grants management is staying ontrack.
- Leads/manages funder and partner site visits.

DESIRED QUALIFICATIONS:

The ideal candidate has demonstrated experience identifying and cultivating donors, has great organizational skills, and thrives in a fast-paced environment.

- Passion for Jubilee's vision, values, and mission of building diverse, compassionate communities that create opportunities for everyone to thrive.
- More than five years of primary leadership for the development function in a similar organizational setting.
- Disciplined, initiative-taker who works with a sense of urgency and is capable of managing concurrent priorities.
- Ability to multi-task and successfully manage multiple projects and deadlines at once; incisive attention to detail without losing sight of overarching strategy.
- Ability to interact successfully with people with diverse backgrounds, experiences, and skill sets—inside and outside of an organization.
- Strong verbal and written communication skills.
- Experience in preparing grant applications as well as final reports to funders.
- Strong computer skills, with experience in CRM nonprofit software platforms, donor databases and other fundraising technology to use in their daily job duties.
- Exposure and commitment to diversity, inclusion and equity
- Ability to take criticism and coaching constructively.
- Ability to work independently with minimal supervision.
- Flexible and adaptable; capable of working in a fast-paced, ever-changing non-profit environment.
- Comfortable working in a spiritually grounded workplace.

SALARY:

\$80,000 - \$90,000 Salary Range

BENEFITS:

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a matched contribution retirement plan.

BACKGROUND, REFERENCE CHECKS, AND DRUG SCREENING:

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

COVID-19:

- As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an accommodation has been approved or agree to. If you are not vaccinated, you must agree to having testing done at least once a week.
- "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

TO APPLY:

Email your resume, writing sample and cover letter to rely@jubileehousing.org and include why you would be an ideal candidate for this position in your cover letter. Please use *Director of Development* in the subject line.

Jubilee Housing is an Equal Opportunity Employer