



Arlington Partnership  
For Affordable Housing

## **DIRECTOR OF RESOURCE DEVELOPMENT AND COMMUNICATONS**

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 18 communities and has developed over 2000 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

APAH's Resource Development and Communications Team (currently called Community Relations Team) works to increase APAH's visibility and engagement with the community, raise funds to advance our mission and support programs, and advocate for policies and resources to increase affordable housing and promote social justice. We have an exciting opportunity for an experienced fundraising and communications professional to join our team. The Director of Resource Development and Communications leads all fundraising and communications and partners with the CEO on developing advocacy work for our organization. Your primary responsibilities will include raising funds to support the APAH mission, through grants, individual contributions, corporate support and special events as well as building awareness and support for APAH, affordable housing and the interests of APAH's residents in the community. The Director supervises other members of the Resource Development and Communications team and is a part of the senior leadership team at APAH.

Core responsibilities of this role include:

### **Fundraising**

- Planning and implementing a full resource development strategy that incorporates individual donors, grants and corporate support and ensures effective stewardship and retention best practices as well as expansion of APAH's potential donor base.
- Building on APAH's current successful model, plan and execute a major annual event that raises financial support (\$700,000+) from partners and supporters and increases visibility for APAH and its mission.
- Prepare and submit proposals for grant support and awards, including local, state and federal opportunities. Maintain and enhance procedures for accurate grant reporting, tracking implementation and measuring outcomes in accordance with funder requirements.
- Ongoing communication and coordination with other departments at APAH to understand funding needs in Real Estate Development, Resident Services, Operations and Asset Management to ensure that any restricted funding aligns with APAH's goals, needs and overall strategic plan.

## **Communications and Community Awareness**

- Mobilize and collaborate with peer housing organizations, non-profit partners, community leaders, faith communities and residents to foster ardent community support of APAH's mission.
- Maintain and enhance APAH's communication tools including news releases, print materials, PowerPoint presentations. Serve as executive editor of the monthly APAH eNews. Initiate and assist President/CEO response to media queries.
- Create promotional materials to strengthen APAH's brand and build recognition for APAH's mission. Overall responsibility for maintaining APAH's website to assure that it is useful for APAH's primary audiences. Leverage social media, including APAH's Facebook account and other tools as appropriate, to introduce APAH's message to new audiences.
- Collaborate other departments to implement events to raise visibility, mark milestones and execute regular additional events such as groundbreakings and grand openings.

## **Advocacy**

- Liaison to advocacy groups (eg. VOICE, AHS, NVAHA). Actively engage ally organizations to promote equitable housing policies/resources and related APAH goals
- Build and maintain relationships with key elected officials and other community members.
- Monitor housing policy and its implications for APAH's work

## **Organizational Leadership**

- Serve as part of the senior leadership team for APAH, supporting other leadership team members and collectively setting the strategic direction for APAH with the President/CEO.
- Serve as staff liaison to the Community Resources and Relations Committee. Prepare briefing packages and attend Board meetings.

## **Qualifications**

- Strong written and oral communication skills. Able to craft effective communication pieces for donors, supporters, funders and the public, ranging from proposals to appeal letters to scripts for events.
- Working knowledge of printed, video and social media tools to effectively communicate APAH's message to key audiences. Good eye for graphic and website design
- Ability to successfully manage multiple tasks, matters, issues, and assignments to achieve desirable outcomes on time and on budget. Detail oriented.
- Knowledge and/or experience in community engagement arena a plus, 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 APAH's mission and goals.
- Proven track record managing staff, consultants, partners and volunteers.
- BA/BS degree and at least twelve years of experience, with increasing responsibilities and accomplishments in the fields of fundraising, grant writing, communications, event planning and marketing, or equivalent.
- Competency in MS Word, Excel, Outlook, PowerPoint and ability to effectively oversee APAH's donor database.

### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. Our corporate office in Ballston features free parking.

**To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled, but priority consideration will be given to candidates who submit their materials by October 11, 2021.**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

For more information about APAH, please visit us at [www.apah.org](http://www.apah.org).