



Creating affordable Housing strong communities.  
Desarrollando viviendas económicas. Construyendo comunidades.

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## **Fundraising and Communications Manager**

Mi Casa Inc, a 27-year old, non-profit affordable housing developer based in the District of Columbia, seeks an experienced, savvy candidate for our open Fundraising and Communications Manager position.

The Fundraising Manager is an integral member of Mi Casa's management team. S/he/they is/are responsible for developing, implementing, and managing a diverse fundraising strategy that includes foundation, corporate and government funding as well as individual giving and special events aimed at ensuring Mi Casa's growth and sustainability.

The fundraiser will also manage external relationship building, and develop and manage a communications plan that will support the fundraising strategy. The fundraiser is an active participant of and works closely with the senior management team (which includes the Executive Director, the Deputy Director, and the Director of Finance), and reports to the Director of Finance.

### **Qualifications**

- The ideal candidate will have a minimum of 2-3 years of experience in nonprofit fundraising or development work
- Commitment to Mi Casa's values and mission
- Attention to detail, ability to work both independently and as a member of a team, and has a strong initiative follow through
- Excellent communication skills, including interpersonal, writing and presentation skills
- Ability to create a communications plan and manage website and social media platforms
- Proficiency in Microsoft Office applications and familiarity with fundraising or grants management software.
- Knowledge of affordable housing and community issues in Washington DC and ability to speak Spanish is a plus.

### **Benefits**

Mi Casa offers a competitive benefits package and salary for this position is commensurate with experience.

Mi Casa is an equal opportunity employer and values a diverse culture. Mi Casa encourages applications from all qualified individuals regardless of race, national origin, disability, age, sex, sexual orientation, gender identity or expression, religion, family responsibilities, marital status, political affiliation, veteran status, and intersections of these identities.

### **How to Apply**

All candidates must submit a resume, cover letter stating your interest in the position, and three references. Applications will be considered on a rolling basis, so candidates are encouraged to apply early. We ask candidates to email all required documents to [info@micasa-inc.org](mailto:info@micasa-inc.org), no phone calls, please.