



RESOURCE DEVELOPMENT ASSOCIATE

About APAH

APAH is a nonprofit affordable housing developer that works throughout the D.C. metro region. APAH's mission is to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. 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 22 communities and has developed more than 2,600 apartments, with an additional 1,500+ apartments under construction or in development throughout the region.

Summary Description

The Resource Development Associate will play a critical role in achieving APAH's fundraising revenue goals. APAH is at the start of an ambitious growth strategy that calls for doubling fundraising income in four years. This position will offer opportunities to learn and develop skills across a broad set of fundraising responsibilities and have responsibilities overseeing administrative functions and data entry for the team as well as assist across all areas of APAH's fundraising program: stewardship, direct mail, events, and foundation and corporate giving. The Resource Development Associate must be detail oriented and able to manage multiple projects simultaneously to meet deadlines.

Responsibilities

Fundraising (90%)

- Serve as the department's database administrator; manage and maintain accurate data entry and tracking of all asks, pledges, and gifts received. Assist database consultant with optimization projects, reports, and list-pulls. Process donations daily through Raiser's Edge and our third-party platforms.
- Manage and coordinate the gift-acknowledgement process.
- Support donor stewardship projects including updating acknowledgement letters, assisting in the creation of new templates and ensuring accuracy of information. Assistance with other donor stewardship projects as needed.
- Project manage grant and appeal calendars to help the team manage workflows. Assist with grant submissions and appeals.
- Participate in *Celebrate Home!* sponsorship management to include: issuing invoices and pledge reminders for sponsorships, tracking asks and sponsorship statuses, pulling semi-monthly reports, providing updates for the committee, updating sponsor lists, and assisting with asks as appropriate.
- Gather program, donor, and resident stories for use in stewardship and appeals plus wider APAH communications to assist in building a culture of philanthropy.

Other (10%)

- Support events and communications projects as needed.
- Other duties and special projects as assigned.

Qualifications

- Well-organized and creative self-starter who is conscientious and able to work independently in a fast-paced environment.
- Exceptional time-management and organizational skills.
- Ability to work well independently and in a team environment.
- Strong judgement and discretion, ability to maintain donor confidentiality.
- Previous experience with Raiser's Edge or other donor database preferred.
- Commitment to APAH's mission, experience working in social service or housing organizations a plus, willingness to learn affordable housing and social service issues required.

Expected Hours of Work

This is a full-time, exempt position. Typical work days are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required.

Physical Demands

- Primarily required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear.
- Occasionally lift and/or move up to thirty (30) pounds.

Salary and Benefits

Salary band for this position starts at \$54,000 annually. Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Our corporate office in Ballston features free parking.

Equal Opportunity Employment

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.

APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAH, visit our website at apah.org. To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.