



RESOURCE DEVELOPMENT AND COMMUNICATIONS MANAGER

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.

We have a great opportunity for a fundraising professional to join our team. The Resource Development and Communications (RDC) Manager will support APAH's work to raise philanthropic funds, communicate the organization's message and advocate for affordable housing and effective policies and resources for low-income residents. While this position will support the overall fundraising program, it will focus, in particular, on expanding APAH's grant support from foundations and governments and creating written materials to help make the case for affordable housing investment to all donors, including news releases, web content and social media posts.

This role is tasked with:

- Managing the execution of APAH's overall grants program, focusing on the identification, cultivation, and solicitation of foundation, corporate, and government funders, in partnership with leadership.
- Collaborating with other APAH departments to identify funding needs, develop the programmatic response and prepare grants for submission from draft preparation, coordination of internal review, and inclusion of all required attachments.
- Stewarding the donor experience and assure grant compliance, particularly with institutional donors, through regular updates on program impact and engagement with program delivery departments.
- Developing content for APAH's website, coordinating with other internal departments as needed. Creating and publishing content on social media outlets with other members of APAH's social media team.
- Drafting letters of support and recruiting/preparing speakers to advance real estate projects or other issues impacting affordable housing or low-income people.
- Coordinating public relations events as needed and serve as liaison with internal staff, clients, vendors, and others to establish needs for events
- Plan and facilitate logistics for all events, including contract negotiations, guest lists, venue preparation, presentation materials, catering, entertainment, transportation, equipment, and marketing material
- Assisting with the individual donor program as needed, including support of fundraising events, donor stewardship, gift recording, and donor outreach.

- Supporting the RDC team and special projects as needed.

Qualifications

- Demonstrated successful grant writing experience with a minimum of 5 years of nonprofit fundraising experience or equivalent education preferred. Experience with grants for social services or housing a plus.
- Excellent writing skills including demonstrated success with grant writing and/or public relations communications.
- Well-organized and creative self-starter who is conscientious and able to work collaboratively and independently in a fast-paced environment.
- Experience with Raiser's Edge or other donor database strongly preferred.
- Experience with social media a plus.
- Commitment to APAH's mission, experience working in social service or housing organizations a plus, willingness to learn affordable housing issues required.
- Strong attention to detail and expert time management skills.
- Proven ability to manage competing priorities and meet deadlines.

Expected Hours of Work

This is a full-time, exempt position. Typical workdays 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 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 and standing desks. Remote work up to 50% of the time is available.

**To apply, please submit your resume and cover letter to resumes@apah.org.
Resumes will be accepted until the position is filled.**

Full COVID-19 vaccination required. All new employees must receive two shots of the Moderna or Pfizer vaccines or one shot of the Jansen vaccine prior to the first day of work.

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.

For more information about APAH, please visit us at <http://www.apah.org>.