



RESOURCE DEVELOPMENT MANAGER (Temporary)

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 21 communities and has developed more than 2,400 apartments, with an additional 1,500+ apartments under construction or in development throughout the region.

We have a great opportunity for a fundraising professional to join our team in a temporary capacity. The Resource Development Manager will support APAH's work to raise philanthropic funds. While this position will support the overall fundraising program, it will focus, in particular, on expanding and maintaining APAH's grant support.

This role is tasked with:

- Managing the execution of APAH's overall grants program, focusing on the stewardship 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.
- Assist with the creation and implementation of mid- and major donor moves management plan and other individual donor stewardship activities, which may include donor events.
- Contribute to annual fund stewardship and solicitation projects, reporting, and tracking.
- 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.
- Commitment to APAH's mission, experience working in social service or housing organizations a plus.
- 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 six-month temporary, 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 band for this position starts at \$71,100 and is 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.

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.

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>.