

<b>Position:</b>	Development Coordinator
<b>Supervised by:</b>	President and COO
<b>Supervision Exercised:</b>	NA
<b>Classification:</b>	Regular, full-time, exempt
<b>Location:</b>	Washington, DC
<b>Salary Range:</b>	\$48,000-\$72,000

The National Alliance to End Homelessness (Alliance) is an influential national nonprofit devoted to finding and advancing solutions to homelessness. We are focused on making an impact and we seek an enthusiastic new member to coordinate the organization's fundraising efforts.

If you are committed to helping the nation SOLVE the problem of homelessness, consider joining the Alliance.

#### **What we are looking for:**

The Alliance is looking for a talented **Development Coordinator** (Coordinator) who is mission-motivated, impact-oriented and excited to be a part of something meaningful. We seek someone who is high energy, has excellent organizational and communications skills, and is attentive to details. A successful Coordinator will value close collaboration with colleagues but will also be self-motivated and able to work independently.

#### **What you will do:**

Reporting to the President and COO, the Development Coordinator supports a broad range of fund development and communications activities for the organization including: cultivation and management of foundation, corporation, and campaign relationships and applications; special events; annual fund appeals; database management; and donor correspondence.

#### **Tasks include:**

- Work with executive staff and Board to develop annual budget and fundraising goals.
- In consultation with the CEO and President and COO, create and implement a strategic development plan.
- Coordinate all aspects of the grants management process, including tracking progress of grant proposals, scheduling required reports, responding to foundation representatives' questions, and conducting the required follow up necessary to secure grants. Contribute to the creation of these products, as appropriate.
- Gather, collate, review, edit, and finalize grant proposals submitted on behalf of the Alliance to foundations, corporations, and other prospective funders. Contribute to the creation of proposals, as appropriate.
- Organize supplemental documentation (i.e. budgets, timelines, photos, CD's, etc.) as needed and requested for specific grant proposals, reports, annual appeals, and sponsorship solicitation.
- Work with program staff to collect, organize, and share information for accurate grant reporting to funders.
- Conduct extensive research and report on prospective opportunities to approach foundations, corporations, relevant government contracting agencies, and individual donors for funding of programs and specific projects.
- Manage and track relationships with all donors and prospects. Process donor acknowledgements both online and offline.
- Nurture relationships with donors including recognition and other activities as appropriate.
- Identify and solicit corporate and organizational donors in support of Alliance events.
- Work with Alliance staff to create branding and other opportunities that encourage corporate giving.
- Consult and coordinate with partner organizations, as appropriate.

- Oversee creation of marketing materials and coordinate external messages to funders, community partners, corporate sponsors, individual donors, and the general public.
- Work with Communications Team to produce the organization's Annual Report.
- Conduct outreach to and build relationships with donor advised funds.
- Represent the organization at meetings with funders, conferences, etc.
- Assist the Executive Leadership, as directed, in keeping members of the Board and Board Committees updated and engaged in Alliance fundraising activities.
- Assist the Board Nominating Committee with research and recruitment of Board candidates, as appropriate.
- Motivate, train and deploy staff in fundraising efforts.
- Participate in professional associations and activities as necessary and appropriate.
- Other responsibilities as assigned by the CEO and President and COO.

**What a successful candidate will need:**

Knowledge and skills:

- Enthusiasm about working to end homelessness in the United States.
- Demonstrated experience and ability to recognize and respond to the ways race, ethnicity, sexual orientation, and gender identity intersect to further promote racial equity and social justice.
- Demonstrated experience and ability in working with marginalized or vulnerable populations (e.g., LGBTQ, people with disabilities, people experiencing homelessness, etc.,).
- Knowledge of fundraising principles relative to foundations and other institutional funders.
- Strong research skills and knowledge of fundraising information sources.
- Strong verbal and written communication skills; particularly strong writing/editing ability is required.
- Ability to cultivate meaningful relationships with a broad range of funders and supporters.
- Capacity to take initiative, build consensus and to work effectively cross-departmentally.
- Ability to successfully manage multiple tasks simultaneously and work well on deadline.

Minimum qualifications:

- Bachelor's degree or equivalent experience.
- Three to five years progressive development experience including cultivation, solicitation, major giving, event organizing, foundation fundraising, and government contracting.
- Must pass a pre-employment background check.

**What we can offer you:**

The Alliance is strong, flexible team of professionals that works collaboratively to achieve its mission of preventing and ending homelessness in the nation. We offer a supportive work environment in which staff has both the responsibility and opportunity to pursue and achieve solutions to a national social problem. In addition to an environment in which every member of the staff is valued and has the opportunity to contribute, the Alliance offers the following benefits.

- Hybrid work environment. *Currently three days telework and two eight-hour days in the office each week. As the Alliance's hybrid work schedule evolves, candidates should anticipate that the schedule may change.*
- Competitive salary
- Employer supported health, dental, vision, life, and disability insurance.
- 403(b) retirement plan
- Paid vacation, personal, and sick leave and a generous holiday schedule.

**How to Apply:**

Email resume and cover letter to [jobs@naeh.org](mailto:jobs@naeh.org). Use Development Coordinator in subject line of email.

*The Alliance is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.*