

Position: Development Manager
Supervised by: President & COO
Supervision Exercised: Operations Associate (shared supervision with President & COO)
Classification: Regular, full-time, exempt
Location: Washington, DC (local hybrid)
Salary Range: \$72,505-\$108,810

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 Manager** (Manager) who is mission-motivated, impact-oriented and excited to be a part of something meaningful. The Manager will coordinate efforts to cultivate funding to support an annual budget of \$6-\$10 million. We seek an experienced grant writer with excellent communication and project management skills. A successful Manager will value close collaboration with colleagues but will also be self-motivated and able to work independently.

What you will do:

Working closely with the President and COO, the Development Manager will coordinate all administrative functions of the Alliance's fundraising efforts including: coordination of overall strategy, donor and foundation research, and funder prospecting; grant proposal development, writing, and reporting; donor communications; and Board, staff, and partner engagement.

Strategy, Research and Prospecting

- In coordination with the CEO and President and COO, create and implement a strategic development plan in support of the organization's annual budget and fundraising goals.
- Conduct research and report on prospective opportunities to approach foundations, corporations, relevant government contracting agencies, and individual donors for funding in support of the organization's strategic plan.
- Create and implement a strategy to cultivate and strengthen relationships with donor advised funds, recurring donors, and major donors.
- Identify and solicit corporate and organizational donors in support of Alliance events.

Grant Proposal Development, Writing, and Reporting

- Manage, contribute to, and oversee the drafting of grant proposals including deadlines for submission, follow-up, and reporting guidelines.
- Assist in monitoring progress toward grant deliverables. Specifically, work with program staff to collect, organize, and share information for accurate grant reporting to funders. Draft grant reports when appropriate.

Donor Communications

- Oversee creation of donor communication materials (newsletters, appeals, annual report, acknowledgements, etc.) and coordinate external messages to funders, community partners, corporate sponsors, individual donors, and the general public.

- Oversee Operations Associate database gift and donor information entry and acknowledgement letters process for both online and offline donations. Provide additional direct support when needed.

Board, Staff, and Partner Engagement

- Assist the Executive Leadership, as directed, in keeping members of the Board and Board Committees updated and engaged in Alliance fundraising activities.
- Motivate, train and deploy staff in fundraising efforts.
- Consult and coordinate with partner organizations, as appropriate.
- Represent the organization at meetings with funders, conferences, etc.

Other

- Participate in professional associations and activities as necessary and appropriate.
- Other responsibilities as assigned by the CEO and President & COO.

What a successful candidate will need:

Minimum qualifications:

- Bachelor's degree or equivalent experience.
- Minimum of four to six years prior fundraising experience with a proven track record of success in donor cultivation including, individuals, foundations, and corporations.
- Must pass a pre-employment background check.

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.

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 up to three days telework and two eight-hour days in the office each week.*
- 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, cover letter, and one relevant writing sample to jobs@naeh.org. Use Development Manager 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.