

Director of Development and Communications

About Housing Development Fund

The Housing Development Fund, (HDF) headquartered in Stamford, CT since 1989 with offices in Danbury and Bridgeport, is a \$3 million annual budget non-profit organization dedicated to creating safe decent places for people to live that they can afford. HDF provides counseling to families and first time homebuyers, many office workers, teachers, nurses, seniors on fixed incomes and firefighters in southwestern Connecticut. The organization provides low-interest, flexible financing and technical assistance to developers; homebuyer assistance financing and homeownership counseling to homebuyers and works with banks, foundations, non-profits and government agencies to create decent homes for people to live and work in Connecticut's communities. HDF manages 2 loan funds (multifamily and single-family) with current funding commitments of \$67 million.

Position Summary:

The Director of Development is a newly configured position and an important and pivotal staff member in HDF's goal to build a strong and diversified financial base for the organization. Major responsibilities include the formulation and execution of HDF's fundraising and communications activities. This includes corporate and foundation funding, constituency building programs, public support, donor stewardship activities and a limited number of special events.

The Director will have functional reporting to the President and CEO with direct supervision of the Chief Operating Officer, and will work hand in hand with outside Consultants, and HDF program managers to help advance HDF's mission and goals and raise the level of contributed income. Additionally, the Director will represent the Housing Development Fund to donors and prospects and oversee the department's staff and interns.

Job Duties and Responsibilities:

Core Responsibilities include:

- Plan and carry-out a fund development program that will ensure effective, coordinated and sustainable fundraising, focused mainly on corporate and foundation funding, public support and an emerging individual donor development program;
- Produce and lead the design and delivery of high-quality proposals and reports required to support ongoing private and public fundraising activities;
- In partnership with the President, and Chief Operating Officer, develop and manage HDF's relationships with its current and prospective funders, donors, and friends;
- Work closely with, and staff the Board of Directors' newly created Development Committee with meeting agendas, minutes and assignments;
- Manage a pilot annual fund direct mail program and create opportunities for individual donor development;
- Develop and lead the public fundraising strategy, and track RFPs, and reporting on state and federal grants;

- Work with HDF program staff to help them understand organization priorities, funding and communication opportunities relevant to their projects; and conduct public and private funding prospect research;
- Explore and establish web-based fundraising opportunities and donor engagement programs;
- Produce funding related collaterals, solicitation, cultivation and marketing materials;
- Maintain accurate accounting and tracking of all contributed income; interface with Finance to fulfill information requests and maintain reporting accuracy;
- Supervise most development and public affairs matters, particularly the creation of various communications such as the annual report, presentations, government relations, executive correspondences and speeches, and electronic communications and social media.
- Oversee the development/acquisition of HDF's fundraising database.

Qualifications:

The ideal candidate will have 3-5 years experience in development and communications for a community development financial institution or related nonprofit organization. The new Director will be a strategic and creative thinker who can communicate effectively with corporate, government, philanthropic funders, and individual donors, board members and other constituents. S/he will be an extremely organized, highly detail-focused individual who can be flexible and cheerful in responding to the needs of a small, fast-moving nonprofit. The ideal candidate will possess the following professional and personal abilities, attributes, and experiences:

- An entrepreneurial, creative, and proactive approach to fundraising.
- A proven track record in successful public and private grant writing, with an emphasis on corporate and foundation fundraising.
- Superior writing skills and communication abilities.
- Excellent financial analysis skills, with outstanding attention to detail.
- Ability to work collaboratively, and independently.
- Proficient to advanced skills in Word, Excel, Access, Outlook and PowerPoint.

Bachelor's degree required; a related field of study is preferred (real estate asset management, lending, accounting or development of housing or commercial projects a plus).

For more information on our organization, please visit our website at www.hdf-ct.org.

Competitive salary commensurate with experience. Comprehensive benefits package including three weeks paid vacation annually.

Please send a cover letter outlining your qualifications to meet the requirements of this position along with your resume to:

Housing Development Fund
100 Prospect Street Stamford, CT 06901
RE: Director of Development and Communications

Or by email to: jtaylor@hdf-ct.org

No phone calls, please.