



NYC Housing Partnership

Director of Grants Management & Development

POSITION SUMMARY

The Housing Partnership Development Corporation seeks a fulltime Director of Grants Management & Development to maximize the organization’s grants revenue and ensure ongoing funding sustainability for the future. This individual will lead the organization’s fund raising efforts with a goal of securing multi-year funding commitments. This role will help secure strong financial support across the Housing Partnership family of organizations. The ideal candidate will have experience in creating or maximizing a comprehensive fundraising program. The ability to work independently, meet deadlines, prioritize multiple initiatives in a results-oriented environment is a requirement. They will have excellent written and oral communication skills and attention to detail. They will also have a strong understanding of nonprofit financial reporting, affordable rental and homeownership housing as well as environmental sustainability that focuses on community resilience and racial equity. This position is an opportunity to join a management team dedicated to affordable housing and green sustainability.

The Housing Partnership Development Corporation is an equal opportunity employer that values diversity and inclusion in the workplace. We strongly encourage applications from people of color, immigrants, women, and persons with disabilities, members of the LGBTQ community, people with lived experience of poverty and/or racism, and people from underrepresented and historically marginalized groups. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.

ABOUT THE HOUSING PARTNERSHIP

The Housing Partnership serves as New York’s primary non-profit intermediary and for the development and preservation of affordable and workforce housing, assisting in the development, promotion, and preservation of affordable rental housing and homeownership through an array of specialized programs and services. For almost four decades, the Partnership has been the facilitator of dynamic partnerships between the city, state, and private sectors to build affordable homes which stimulate economic growth and revitalize neighborhoods throughout New York City’s five boroughs, New York State, and New Jersey.

KEY RESPONSIBILITIES & PERFORMANCE EXPECTATIONS

The Director of Grants Management & Development reports to the Executive Vice President and is responsible for the following:

Fundraising & Development:

- Plan and manage efforts to accomplish organizational fundraising goals, with a focus on securing increased revenue from existing and new corporate partnerships, foundations, government sources and major donors while increasing the donor pool and identifying new funding sources.
- Craft and implement a grant strategy and plan that garners strategic renewed and new partnerships with Senior Leadership
- Broaden and deepen the Partnerships donor base; strengthen capacity to launch and partner on grassroots and peer-to-peer fundraising campaigns; identify prospective institutional funders and major donors and create detailed strategies to secure their support
- Analyze the competitive nonprofit landscape and make recommendations based on emerging trends
- Develop fundraising strategies to support the Housing Partnership activities across all business units and to ensure a streamlined budget development
- Work with the EVP and CFO to create budgets, establish forecasts, and prepare evaluations of fundraising activities for the senior leadership team and Board of Directors
- Conduct work through the lens of justice, equity, diversity, and inclusion to ensure all New Yorkers have equal access to affordable housing and environmental sustainability programs
- Create and oversee fundraising events

Grants Management & Communication:

- Lead the writing and editing process for all grant proposals and reporting materials.
- Provide administration for the grants process throughout all stages including proposal narrative and budget development, receipt of grants, assessment, tracking, and documenting and assure that submitted documentation meets all requirements
- Collaborate with staff to ensure grants are spent and implemented as intended by the grantor and align with the organizational budget
- Build and maintain a comprehensive donor database; maintain foundation, corporation, and donor files, maintain ongoing relationships with donors and event sponsors
- Create monthly fundraising reports and other database reports as needed, and ensure timely and accurate report deliveries to funders
- Process donations and prepare acknowledgement letters and other correspondence
- Conduct all strategy and grant writing, and also assist the larger housing partnership team on other grant writing
- Translate internal project budgets and financial reports into external-facing budgets and reports to ensure potential funders understand organizational needs
- Collaborate with senior leadership team on communication strategies, including brand management, web content, newsletters, annual report, and presentations as needed
- Develop and oversee a comprehensive communications plan to promote the organization and its existing and new service lines, and to keep supporters and partners informed and engaged
- Develop print marketing collateral related to fundraising and other duties as assigned

KEY ATTRIBUTES/EXPERIENCE

- Demonstrate initiative and coordinate cross teams seamlessly
- Approach new ideas with a sense of possibility, and translate broad goals into achievable steps
- Plan and meet deadlines
- Adhere to the highest ethical standards in grants management and grant seeking
- Demonstrate a track record and long-term relationships with private, community, government, or corporate foundations
- Experience working with financial management systems within nonprofit organizations
- Strong skills in budget analysis and reporting
- Excellent interpersonal oral and written communication skills
- Strong attention to detail
- Proficiency in Microsoft Word, Excel, and PowerPoint; zoom, database management experience
- Bachelor's degree in Marketing, Business, Public Policy, or other similar degree
- Master's in real estate, Urban Planning or similar preferred

CONTACT/COMPENSATION

Salary: Commensurate with experience

Submission deadline: May 1, 2021

Email: Heidi Trinidad htrinidad@housingpartnership.com; cc etoporovsky@housingpartnership.com

Subject: Director of Grants Management & Development

Include:

- ✓ **Resume** (attachment)
- ✓ **Cover Letter** (in the body of your email)
- ✓ **Writing Sample** (1-page max)