



POSITION AVAILABLE

Director of Development

START DATE: Fall, 2017

SALARY: Dependent on experience. Submit salary requirement with resume. Excellent benefits.

ABOUT ANHD: The Association for Neighborhood & Housing Development (ANHD) is a membership association of neighborhood-based affordable housing and economic development groups, and is one of NYC's leading advocacy/policy organizations. ANHD works to strengthen the activist community development movement in NYC to build power for low- and moderate-income people to challenge and change unjust systems of power. Our 100 member organizations are composed of not-for-profit affordable housing and community development groups, equitable economic development organizations, and neighborhood organizing groups. ANHD's core programs include activism-oriented policy research and advocacy campaign coordination, as well as robust training and apprenticeship programs that build our members' capacity. ANHD member groups have built over 125,000 units of affordable housing in our city's most distressed neighborhoods in the past 30 years, and consistently organized tenants and communities to save affordable housing and shape the city policy landscape to better meet the needs of low- and moderate-income New Yorkers. Information on ANHD can be found at our website www.anhd.org.

THE POSITION: ANHD seeks a full-time Director of Development to maintain and expand our fundraising base, and support our communications strategy. Responsibilities include:

- Conducting the full range of activities required to prepare, submit, and manage grant proposals to private foundations and corporate sources to support ANHD's \$2.4 million budget.
- Maintaining compliance with all foundation and corporate grants, as well as government contracts.
- Cultivating new funding sources to expand ANHD's funding base, including private foundation and government programs.
- Assisting ANHD to build strategic relationships with new funders and maintain relationships with existing funders.
- Work with communications staff to support production of ANHD publications, including policy reports, blogs, data-visualization projects, and other program-related communications.
- Managing consultants on such events as ANHD annual conference.

Desired Qualifications

- Minimum of five years of experience writing funding proposals and reports for not-for-profits, and maintaining funder relations. Experience working in deadline-driven environments.
- Superb communication and interpersonal skills.
- Experience with communications for a not-for-profit or similar entity.
- Proficiency in Windows applications, database management, fundraising information sources and other information technologies.
- Commitment to social justice and working for affordable housing and thriving neighborhoods for all.

ANHD is an equal opportunity employer and values a diverse workforce.

To Apply: Please send cover letter, resume, and a writing sample consisting of a funding proposal to: Executive Director, ANHD, 50 Broad Street, Suite 1402, New York, NY 10004-2376, benjamin.d@anhd.org,