

HOUSING ACTION ILLINOIS JOB POSTING

DEVELOPMENT DIRECTOR

Organizational Description: Housing Action Illinois is a statewide coalition formed to protect and expand the availability of quality affordable housing throughout Illinois by advocating for increased public and private resources dedicated to affordable housing and by building the capacity of nonprofit agencies working to create and preserve such housing. We believe that housing is a human right, and we believe in a society that promotes basic human needs, such as decent and safe housing, for all of its members. Housing Action has three program areas: Public Policy Advocacy; Public Education and Organizing; and Training and Technical Assistance. Whether through advocating for legislative change, or providing hands-on assistance to emerging or established housing counselors, developers, and homeless service providers, we aim to preserve and expand the stock of fair and affordable housing in Illinois. Incorporated in 1986 as the Statewide Housing Action Coalition, Housing Action has over 150 members statewide.

Responsible to: Executive Director

Summary of Primary Job Functions: The Development Director is responsible for all aspects related to Housing Action's financial support, which includes government, corporate and foundation grants, membership dues, and individual donors. The Development Director works closely with the Executive Director, the Fundraising and Membership Committees of Housing Actions' Board of Directors, and other staff to develop and reach fundraising and membership goals. The Development Director is also responsible for planning the organization's special events, including its Annual Meeting and Conference, and for supervising its VISTA AmeriCorps volunteers.

Primary Duties and Responsibilities:

Fundraising

- Plans, directs and implements, in coordination with the Executive Director, Fundraising Committee of the Board of Directors, and staff, a comprehensive development program that optimizes giving from individuals, corporations, foundations, and government sources.
- Oversees the preparation of grant proposals and reports to public and private sources and researches new funding sources.
- Maintains calendar of key dates for letters of inquiry, grant proposals, grant reports, and funder meetings, and provides timely communication of such dates with appropriate staff to assist them in meeting deadlines.
- Monitors all foundation and corporate outreach activities and, in collaboration with the Executive Director, Board of Directors and appropriate staff, participates in relationship-building, content development, follow-up and reporting.
- Oversees the maintenance of the donor database and actively participates in donor software enhancements and implementation.
- Assists the Executive Director with preparing grant-related budgets and financial reports.
- Staffs and supports the Fundraising Committee of the Board of Directors.
- Remains current on all legislation and best and ethical practices pertaining to fundraising.

Membership

- Works with the Outreach Coordinator to ensure the sound management and implementation of the membership outreach and renewal process, including membership communications and e-newsletters.

Special Events

- Responsible for planning and managing the Annual Membership meeting and Annual Conference.
- Staffs and supports the Conference Planning Subcommittee of the Board's Membership Committee.
- Coordinates the drafting, publication and distribution of the Annual Report.

Human Resources

- Manages Housing Action's *Illinois Affordable Housing Support Project (Project)*, through which AmeriCorps VISTA volunteers are assigned to member organizations throughout the state to work on increasing fundraising capabilities and building sustainable organizational systems, such as the development or expansion of volunteer programs, working on communications, recruiting and training volunteers, developing procedural manuals, etc., with the ultimate goal of assisting these organizations serve those in need of decent, affordable, accessible housing.
- In consultation with the Executive Director, hires, directs and supervises VISTA AmeriCorps volunteers placed with Housing Action, including a VISTA Leader who will assist in implementing the *Project*.

Qualifications

- Bachelor's degree required, Master's preferred.
- At least three years experience in not-for-profit fundraising experience with demonstrated success in securing funding from government, individual, foundation and/or corporate sources.
- Demonstrated success in meeting annual fundraising goals, development management, grant writing and special events planning and promotion.
- Proven ability to work independently and take initiative.
- Extremely detail-oriented and organized with strong written and verbal skills.
- Commitment to the philosophy of community empowerment and a demonstrated ability to work with diverse populations.
- Willingness to travel around the state; must have valid drivers license.

Salary is competitive for organizations of this size/budget, and Housing Action offers generous benefits.

Deadline to Apply: April 29, 2011 (although we will be reviewing and responding to resumes on a rolling basis).

Please send cover letter, resume, writing sample, and three references via email to:

employment@housingactionil.org with "Development Director" in the subject line, or via U.S. Mail to Development Director Search, Housing Action Illinois, 11 East Adams, Suite 1601, Chicago, IL 60603. No calls please.

Housing Action Illinois is an equal opportunity employer.