The National Low Income Housing Coalition (NLIHC) seeks a development specialist who will have primary responsibility for a portfolio of development/fundraising activities for the Coalition. The activities, along with secondary activities supporting the development coordinator, will ensure the Coalition secures the necessary resources to support its mission of advancing socially just public policy to ensure the lowest-income people in America have decent, accessible, and affordable homes. The individual will also support NLIHC with other key operational and event-management needs. The specialist will report to the NLIHC development coordinator.

Responsibilities:

- Coordinate/manage reports, proposals, relationship management, and research/prospect development for all corporate foundations.
- Track progress on current grants and reports due, as well as other requirements for each corporate funder, and draft reports and proposals. Coordinate calls and meetings with current and new corporate funders.
- Coordinate/manage NLIHC’s end-of-year fundraising campaign, including Giving Tuesday and holiday appeal – drafting language (postcards, emails, etc.), creating outreach list, mailing them out, etc.
- Handle inquiries about individual giving, particularly end-of-year requests to contribute stocks or other donations, and cultivate individual donors as needed.
- Collaborate closely with the operations manager and development coordinator on all event coordination for the Annual Housing Policy Forum.
- Work with development coordinator to create and maintain registration pages for the Housing Policy Forum.
- Enter registrations for complimentary Housing Policy Forum attendees where necessary (special members, event sponsors, AG authors, VIP/invitees, etc.)
- Coordinate/manage NLIHC special members renewals, invoicing, provision of benefits, procurement of ads and complimentary event registrations, and efforts to recruit additional special members.
- Track progress on special member benefits (ads needed for the annual Leadership Awards Celebration, publications to be mailed, etc.)
- Monitor incoming data to Salesforce for any irregularities.
- Ensure all grant agreement and follow-up information for corporate foundations is up-to-date and accurate in Salesforce database.
- Coordinate with contracted agency (currently Cogency Global) on state charitable registrations, ensuring annual registrations for all states in which registrations are required.
- Work with the development coordinator to produce list of previous year donors and their giving levels for Annual Report.
- Provide the development coordinator with corporate and individual donor summaries for the fund development report presented to the board twice annually.
- Monitor NLIHC’s various webpages that recognize donors for any missing corporate logos, ensure updates are made.
- Maintain files of copies of all acknowledgment/grant letters.
- Assist in the coordination of other events and activities for which fundraising is involved, such as NLIHC’s anniversary events.
Organizational/Operations Support

- Support COO with various operations activities.
- Attend all meetings of the NLIHC Board of Directors and Board committees, as needed. Participate in staff meetings, retreats, trainings, and all Coalition events.
- Other duties as assigned.

Qualifications: To receive serious consideration for this position, an applicant should have the following attributes and background:

- A bachelor's degree.
- A strong commitment to the alleviation of poverty and social justice (affordable housing knowledge/experience a plus).
- Demonstrated strong organizational skills and attention to detail.
- Excellent communications skills, both orally and in writing.
- Experience successfully building and maintaining professional partnerships and relationships.
- Experience in funder/donor research and cultivation, proposal- and report-writing, and fundraising appeals strongly preferred.
- Experience in event coordination.
- Experience using Salesforce a plus.
- An ability to work in a diverse, fast-paced environment.

Compensation and Benefits: An equal opportunity, affirmative action employer, NLIHC offers a competitive salary and benefits package. This is a full-time position located in Washington, DC, though candidates residing outside the DC area may be considered and telework is being implemented during the pandemic.

Job Application Process: Send a cover letter, resume, and two writing samples to: Bairy Diakite, Operations Manager, NLIHC, 1000 Vermont Avenue, N.W., Suite 500, Washington, D.C. 20005 at bdiakite@nlihc.org. The cover letter should describe the candidate's interest in and relevant experiences for the position and include salary requirements and the names and contact information for at least three people serving as candidate references (two of whom should be current or former supervisors). (NLIHC will not contact references before consulting with the candidate.)