National Fair Housing Alliance
1101 Vermont Avenue, NW, Suite 710, Washington, DC 20005 • (202) 898-1661 • Fax: (202) 371-9744 • www.nationalfairhousing.org

Job Announcement

Director of Resource Development & External Affairs

The National Fair Housing Alliance (NFHA) has an immediate opening for a full-time experienced Director of Resource Development and External Affairs to lead the organization's fund raising and networking initiatives. NFHA is the only national organization dedicated to eliminating housing discrimination and promoting residential integration across America. Founded in 1988, NFHA is a consortium of private, non-profit fair housing organizations dedicated to promoting equal housing, lending and insurance opportunities through education, outreach, advocacy, training, research and enforcement. For more information about NFHA, visit www.nationalfairhousing.org.

Position Summary

The Director will carry out the daily programmatic requirements to further NFHA's resource development and external affairs goals. The Director must possess the ability to effectively implement a variety of resource development and grant management functions and develop strategic partnerships that will assist NFHA in furthering its mission. The Director will assist in implementing the programs and goals of NFHA as identified in strategic and operational plans. In addition to working closely with NFHA's executive management team, the Director will also staff the Board's Resource Development Committee. The Director reports to and is under the supervision of the Vice President.

Essential Job Duties

Resource Development

- Identify and develop partnership relationships with potential funding sources.
- Develop funding proposals to support NFHA's mission and strategic activities.
- Work with NFHA's executive management team to develop and implement a viable Strategic Fund Development Plan.
- Ensure continued positive relationships with NFHA's funders and supporters.
- Complete grant reports and work closely with staff who are implementing grants and/or contracts.
- Work with appropriate staff to help organize and raise funds for NFHA's programs.
- Effectively monitor and manage grants and donations.
- Establish a robust donor-support program.

Networking

- Create and develop strategic partnerships with organizations, companies and individuals with the objective of building NFHA's visibility.
- Align NFHA with strategic partners that can help build awareness of the organization and support its mission and programs.
- Represent NFHA to a variety of audiences, including grassroots and community-based organizations, foundations, trade associations, for-profit and non-profit entities, operating and supporting NFHA members, HUD, the Department of Justice, members of Congress, national civil rights groups and other organizations in a professional manner.
- Use technology and innovative systems to expand NFHA's brand and promote development opportunities.
- Assist with the management of NFHA's website.

Board and Member Development

- Staff NFHA's Board of Directors' Resource Development Committee.
- Work with the Director of Member Services to identify ways to expand NFHA's membership in accordance with NFHA's goals and objectives.

Qualifications

- Advanced degree in a relevant field, such as non-profit management and development, marketing, project management or communications is preferred. The minimal educational requirement for this position is a Bachelor's degree in a relevant field. Fair housing or civil rights experience is a plus. Fluency in Spanish is a plus.
- Demonstrated commitment to fair housing and/or civil and human rights.
- Minimum of three years of successful experience in the field of resource development, grant management, project management, community affairs, marketing, communications, external affairs, or another related field.
- Experience in promoting programs that are civil or human rights related.
- Superb organizational and fund raising skills.
- Excellent judgment in developing and implementing priorities.
- Excellent public speaking and communications skills.
- Demonstrated ability to develop and nurture relationships across a broad spectrum of groups, businesses and government agencies.
- Exceptional writing skills.
- Demonstrated ability to communicate the need for support to a variety of potential funders.
- Demonstrated ability in managing complex workloads including success in organizing special events or conferences and developing work plans, writing reports, executing contracts, staying on task and executing deliverables against a time table and work plan.
- Successful experience in developing and managing budgets and analyzing financial documents.

- Working knowledge and familiarity with Microsoft Office Suites and Outlook or equivalent software.
- Ability to work independently as well as be a team player in a multi-task work environment while producing the highest caliber work product in a timely manner.
- Demonstrated ability to manage staff.
- Ability to travel six or more times per year.

Application Process

Salary commensurate with experience with health, vision, dental and retirement benefit plans provided. NFHA is an equal opportunity employer that values and encourages diversity in its workforce. Interested applications should send a resume, writing sample and cover letter to:

Yvonne Lewis via email at ylewis@nationalfairhousing.org. No telephone calls please.

Applications are due by May 16, 2014 —Position will be open until filled.