

Director of Grants and Development

Job Description

Reporting To: Executive Director
Classification: Full Time, Exempt

Job Description:

The main duties of the Director of Grants and Development are to develop and implement a successful strategy to achieve NHA/NHF fund goals as part of a broader growth strategy. Primary objectives will include identifying fundable projects fitting organizational strategies, to conduct research, and write proposals to secure privately and publicly funded grants for NHA/NHF, general operations and capital projects. Other goals include building relationships among constituencies to foster participation, involvement, and investment in the Norwalk Housing Authority and the Norwalk Housing Foundation. This position reports to the Executive Director.

Grant and Development Duties:

- Collaborate with Executive Leadership to:
 - Conduct funding research
 - Develop both annual and long-term sustainability plans
 - Identify fundable projects fitting organizational strategies
 - Proposal development and project management
- Develop annual budget and monthly reporting of contract, grant, and fundraising revenue
- Write, edit and/or coordinate preparation of proposals for local, state, and federal, grants/contracts
- Research and write proposals for submissions to private and corporate foundations and cultivate relationships with those foundations and private donors
- Create and maintain required reporting to funding sources on the status of projects and the appropriation and use of funds.
- Supervise and support the scholarship coordinator through training and evaluating performance.
- Develop all individual giving appeals and related materials
- Create a wide range of development communication vehicles including fund raising materials and marketing correspondences, proposals, presentations and speeches for the Executive Director
- Maintain accurate and timely records of research activities, funding logs and reporting deadlines, grant funding resource materials and publications, acknowledgment letters, and funder follow up.
- Oversee and support the Scholarship Program Committee

- Oversee and contribute to social media presence and content for NHA and NHF

Special Projects:

- Work with Executive Director and Procurement Department on creation, distribution, and scoring of various RFP/RFQs
- Work with Executive Director on the creation and implementation of an endowment strategy
- Non-technical website oversight and content management; oversee rebranding efforts and coordination with consultants
- Find strategic and creative funding solutions for new or existing programs
- Act as an advisor to ED regarding issues related to funding and fund development
- Stays abreast of public housing and Housing Choice Voucher Program matters through careful study of HUD regulations, laws, ordinances, and publications related to public housing, especially for Moving to Work.

Required Qualifications:

- Bachelor's degree
- Minimum of 5 years of experience in non-profit development, donor management, and grant writing; housing experience a plus
- Evidence of successful project leadership and program management experience
- Evidence of strong written, oral, and interpersonal communication skills
- Demonstrated success at working effectively in a diverse, collaborative team environment
- Demonstrated commitment to diversity and experience in multi-cultural settings or working with diverse audiences
- Demonstrated ability to take initiative and work independently
- Evidence of compiling information and strong problem-solving abilities
- Established record of excellent time management and organizational skills, including attention to detail and ability to prioritize deadlines
- Demonstrated knowledge and experience working with Microsoft Outlook, Word, Excel, Power Point, and Word Press, as well as computerized databases, such as Excel, Fluid Review, Survey Monkey, or similar programs
- Valid driver's license and access to own reliable transportation with proof of insurance

Preferred Qualifications:

- Experience in customer service environments and dedication to delivering quality services that promote high levels of satisfaction

- Understanding and appreciation of the additional barriers certain student populations may face (e.g. cultural, economic) in accessing and succeeding in the environment of higher education
- Evidence of ability to maintain discretion and confidentiality
- Budget management experience
- Experience with conflict management and evidence of astutely negotiating differences of opinion when they arise
- Bilingual preferred

The Norwalk Housing Authority is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age marital status, disability, public assistance status, veteran status, gender identity/expression, or sexual orientation. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. Reasonable accommodations may be made to assist individuals with disabilities in meeting the expectations of this position.