

Job Announcement Vice President of Development

About the National Fair Housing Alliance:

The National Fair Housing Alliance (NFHA) has an immediate opening for a Vice President of Development. NFHA is the only national organization dedicated to eliminating housing discrimination and expanding equal housing opportunities. Founded in 1988, NFHA is the trade association for fair housing organizations throughout the nation. Our members include agencies and individuals that support our mission.

Where you live matters. It affects every aspect of your life and determines whether you have access to the options and opportunities we all need to thrive. Yet despite important existing federal laws, more than 4 million acts of housing discrimination occur in the U.S. each year and housing inequality remains stubbornly entrenched. That is why—through its education and outreach, member services, public policy and advocacy, housing and community development, tech equity, enforcement, and consulting and compliance programs —NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities.

For more information about NFHA, visit www.nationalfairhousing.org.

Position Summary:

Reporting to the President and CEO, the Vice President of Development serves as a key leadership team member and an active participant in making strategic fundraising decisions for NFHA. In partnership with the Executive Leadership Team members, this position is responsible for all fundraising and development activities, including strategy, managing the department budget, coaching staff, and building a Development Team to meet revenue goals. The successful candidate will help forge new relationships to build NFHA's visibility, impact, and financial resources. The Vice President of Development will also design and implement a comprehensive plan for developing key external alliances by cultivating individual and institutional philanthropic support.

The Vice President of Development will have primary responsibility for fulfilling NFHA's annual budget goals by establishing and growing the fundraising team, donor cultivation and proposal preparation, and soliciting gifts for individual, government, corporate, and foundation support.

S/he/they will expand and diversify NFHA's donor base/pipeline and work closely with other team members to secure funding for mission-focused investments to support NFHA's programs.

It is expected that the amount raised by NFHA will increase in future years as the Vice President of Development systematically and effectively strengthens the organization's overall fundraising capacity.

Responsibilities:

- Develop and execute the annual fundraising plan to meet the organization's annual fundraising goals through a combination of stewarding 'NFHA's current portfolio to renew and scale gifts and growing the pipeline of donors.
- Actively work with the President and CEO and the Executive Leadership Team and others as deemed appropriate to develop and implement a comprehensive development plan, including individual giving, corporate and foundation support, government grants, and other revenue sources.
- Collaborate with the President and CEO, Chief Operating Officer, and Senior Vice President of Finance to develop and implement NFHA's financial strategy.
- Cultivate, nurture and maintain key relationships to fulfill fundraising plan goals and objectives.
- Identify and launch an effective donor Customer Relationship Management (CRM) platform to monitor all donor information. Manage systems and software to track, cultivate, and recognize donors as well as track and cultivate prospects. This includes managing NFHA's donor database and wealth screening tools.
- Maintain the integrity of donor relationships, including the understanding of the needs and interests of major donors.
- Provide and present fundraising reports and projections to the Board Resource Development Committee and the Executive Leadership Team.
- Have primary responsibility for developing and executing all funding proposals; write and archive all proposals with a long-term relationship-management approach.
- Develop and implement a stewardship program to cultivate deeper ties with major gift donors.
- With foresight and a proactive approach, oversee research into appropriate new funding sources and philanthropic trends to help position NFHA ahead of major funding changes or trends.
- Coordinate signature fundraising and donor stewardship events and provide leadership in coordinating other key events in partnership with the AVP of Education and Outreach.
- Develop strategic briefing and communication materials.
- Monitor and report regularly on the progress of the development program.
- Identify, develop, and mentor the development team.

Preferred Qualifications:

NFHA seeks an outstanding individual to join our team. We are particularly interested in someone with the following qualifications:

- College degree or professional equivalent. CFRE certification preferred.
- 10+ years of professional experience in a nonprofit organization with 5+ years in a senior management role.
- Proven track record developing and executing winning fundraising strategies and techniques across all fundraising verticals.
- Ability to construct, articulate, and implement annual strategic resource development plans.
- Demonstrated experience establishing moves management and overseeing the setup of a CRM.
- A professional and resourceful style; the ability to work independently and as a team player, take the initiative, and manage multiple tasks and projects at a time.
- Excellent written and oral communication skills; ability to influence and engage a wide range of donors and build long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail.
- Demonstrated commitment to professional growth and development.
- Ability to represent the NFHA professionally and authentically. High energy and passion for NFHA's mission are essential.
- Commitment to contributing to a diverse, equitable, and inclusive work culture.

Working Conditions:

- Travel: 25% in a non-COVID-19 environment.
- Physical/Sensory Demands: Fast-paced working environment, extensive computer usage; comfortable maintaining professional and supervisory relationships over a long distance; extensive use of telephonic communications and video conferencing.

Application Process:

Interested applicants should send a resume, salary requirements, and cover letter to:
Attn: Personnel via email at personnel@nationalfairhousing.org. No telephone calls, please.
The position will remain open until filled.

Affirmative Action/Equal Opportunity Statement:

NFHA supports affirmative action and is dedicated to promoting equal employment opportunities. NFHA does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or any other category or characteristic protected by the laws of the United States or the District of Columbia.
