



JOB ANNOUNCEMENT

Director of Program Development & Engagement

Connecticut Fair Housing Center seeks a **Director of Program Development and Engagement** to assist in the management and coordination of a ≈ \$3 million annual programmatic budget and promote the Center as one of the state's leading civil rights organizations. The role will entail project and grant management, sourcing funding, authoring award opportunities, and grant reporting. The role will also promote the Center's work at statewide convenings and advocacy opportunities and help to coordinate public relations and external communications.

This position offers a professional the opportunity to work in a well-resourced organization that is deeply committed to anti-racism, civil rights, social justice, tenant empowerment, and community organizing. The Center provides staff the choice to work remotely or in our building in Hartford, CT. The Center offers a flexible 35-hour work week.

Salary: \$90,000+, depending on experience, plus 401(k) with employer contribution, health, vision, dental, and life insurance, and annual paid personal time, vacation time, and sick leave.

Specific job responsibilities

Communications

- Coordinate public facing communications for all Center work: press, social media, and releases
- Maintain a list of press contacts
- Coordinate annual end of year communications
- Maintain website and social media
- Support policy advocacy during state legislative session
- Maintain Congressional contacts

Development

- Maintain relationships with all existing funders
- Source new funding opportunities
- Source opportunities to promote the Center's work
- Maintain donor relations
- Work closely with staff teams to determine funding needs and priorities
- Participate in working groups as necessary to further development relationships and opportunities

Grant management

- Author and submit new and reoccurring funding opportunities
- Complete all grant reporting as required by grantor
- Manage grant revenue across multiple projects
- Ensure funding to cover operating budget
- Coordinate projects across a diversity of revenue streams
- Maintain grants.gov, SAM.gov, DRGR, eLOCCs user access



Requirements

- Five or more years of experience in nonprofit or public development, communications, and / or project management
- Demonstrated experience managing multiple projects
- Understanding of different revenue source requirements (federal, state, private, local)
- Demonstrated history of grant award success and grant reporting
- Ability to research and learn unfamiliar topics
- Ability to work independently
- Strong writing skills
- Strong Microsoft Office Suite skills; experience with WordPress helpful
- Bachelor's degree required, preference for a master's degree

To apply

Please send a resume, writing sample, and cover letter to cfhchiring@ctfairhousing.org. The writing sample should reflect the applicant's own work without significant revision from others.

The Center will not be able to respond to phone inquiries.

All applications will remain confidential

Application Deadline: November 30, 2022

The Connecticut Fair Housing Center is an equal opportunity employer.