



Now Hiring

Director of Development

Reports to: Executive Director

Position Status: Exempt, Salaried; 37.5 hours/week

Salary: \$70,000 - \$82,000 with benefits

Position is hybrid and based in Richmond, VA. This position does not require a set number of days in the office, but there will be internal and external meetings that take place in the office and around the region.

To apply: Deadline to apply is March 24, 2024.

How To Apply

Submit the following by filling out [this form](#). Incomplete applications and applications sent via email or job posting platform will *not* be considered.

- ☐ Résumé
- ☐ Cover letter
- ☐ Three references (We will not contact references until later in the hiring process.)

ABOUT PARTNERSHIP FOR HOUSING AFFORDABILITY

The Partnership for Housing Affordability (PHA) was founded in 2004 as an independent 501c3 nonprofit dedicated to raising awareness around affordable housing. Today, PHA serves as the Richmond region's lead housing agency on policy, collaboration, and data. In response to housing needs in our communities, we champion policies, developments, and programs for quality affordable housing in the Richmond region. With a growing annual budget of \$1.1 million and a recent expansion to seven full-time staff members, we have experienced significant growth, underpinned by a commitment to innovation and impactful solutions. Learn more about our [2023-2025 strategic plan here](#).

Our vision is that everyone in the Richmond region will have access to a stable, healthy, affordable, and safe place to call home. The successful candidate will embody our organization's core values:

- ❑ Collaboration – we are committed to solving challenges by bringing together a diverse group of housing experts with a goal of collectively implementing solutions as a region.
- ❑ Data-driven – we collect, analyze, and share data to influence sound decision making, educate communities, and advance housing opportunities.
- ❑ Equity – we acknowledge our region’s inequitable past and actively pursue strategies that aim to reduce disparities within our communities.
- ❑ Integrity – we strive to maintain the trust and respect of our partners by serving as a responsible steward on housing information and policies.

POSITION SUMMARY

Are you a visionary leader ready to drive transformative change in the realm of affordable housing policy? Join our dynamic team at The Partnership for Housing Affordability as the Director of Development and be a key player in shaping the future of our advocacy-focused initiatives.

As housing continues to rise as a critical issue, PHA is being called upon more than ever to lead housing efforts in the Richmond region. As a result of this growth, PHA is transitioning from a part-time Development Director to a full-time Development Director to meet the demands of our community. This position reports to the Executive Director and has no direct supervisees.

PHA boasts a balanced revenue base comprised of foundation, corporate, and government sources. As we look to further diversify our funding streams to feed programmatic growth, the role of Director of Development becomes pivotal, and we need someone who has experience in relationship management, grant writing, and adaptability for future fundraising efforts.

ESSENTIAL FUNCTIONS

As Director of Development, you will lead initiatives that go beyond our current scope, including:

- ❑ *Infrastructure and Systems Building:* Establish development systems that enhance the organization’s donor base and tracks fundraising effectiveness.
- ❑ *Strategic Grant Writing:* Create and implement a robust development plan that targets multi-year grants, identifies new funders, and maintains our existing donor base.
- ❑ *Advocacy Storytelling:* Craft the compelling story of The Partnership for Housing Affordability’s impact, enabling us to heighten our brand and pursue regional and national philanthropic opportunities.
- ❑ *Corporate & Government Relations:* Engage corporate and public partners, bringing a unique lens to traditional grant writing and fostering mutually beneficial relationships.
- ❑ *Individual Giving:* Build a sustainable individual giving program to diversify funding sources.
- ❑ *Communications Excellence:* Leveraging our new brand and website, collaborate with PR consultants to quantify PHA’s impact and amplify our voice in the Richmond region.

QUALIFICATIONS

While this position leads several key areas of our work, it is not our expectation that candidates have a mastery across all areas; instead, we encourage candidates to apply who have self-awareness and humility around areas they will need to grow in with the motivation and aptitude to lead learning required to hit the ground running.

- ☐ 3-5 years of fundraising experience, preferably in housing, policy, and/or advocacy environments
- ☐ A deep commitment to the Partnership for Housing Affordability's mission, work, and values, as well as a dedication to equity.
- ☐ Proven success in developing and implementing comprehensive fundraising strategies.
- ☐ Strong grant writing skills and comfort working with housing data.
- ☐ Collaborative cross-sector experience and a demonstrated competence in public, private and philanthropic partnerships
- ☐ Experience in projecting budget revenues and assisting organizational audits
- ☐ Exceptional written and verbal communication skills.
- ☐ Proven experience utilizing, analyzing, and managing donor databases.
- ☐ Proficiency with Microsoft Office applications, especially Outlook, Excel, PowerPoint, Word, and Teams.

TOTAL REWARDS PACKAGE

- ☐ PTO begins to accrue immediately upon hiring
 - ☐ Receive 14 days of PTO the first year accrued biweekly increasing with tenure
- ☐ 401(k) 100% employer match up to \$6,000/year
- ☐ 13 paid holidays
- ☐ Medical, dental, vision, life, and disability coverage options
- ☐ Professional Development, including tuition reimbursement.
- ☐ Flexible, hybrid work schedule

Equity Statement: The Partnership for Housing Affordability is committed to creating an equitable Richmond— a region where housing policies create opportunities for all residents and remove barriers that sustain disparities in our communities.

[The Spark Mill](#) is conducting Partnership for Housing Affordability's current search for this position. The Spark Mill is a Consulting Firm that supports organizations through change and champions diversity, equity, and inclusion while supporting agencies with strategic planning initiatives, change management, and people operations.