

VISION

Every Arizonan has a safe, affordable place to call home.

MISSION

The Arizona Housing Coalition (AZHC) is a collaborative association that leads in the efforts to end homelessness by advocating for safe, affordable homes for all Arizonans.

Arizona Housing Coalition

Speaking Up for Home and Hope



Employment Opportunity: Development Director

Description: The Arizona Housing Coalition is a statewide collaborative association that leads in the efforts to end homelessness and advocate for safe, affordable homes for all Arizonans. We seek a skilled professional to lead in our efforts to grow the organization. This position will work closely with the Executive Director and Board of Directors.

Essential Responsibilities

Strategy and Planning

- Establish and execute annual and three-year development plans for the organization.
- Direct campaigns and other fundraising initiatives, in partnership with the Executive Director.
- Participate in strategic and operational planning with the Executive Director and Board of Directors to ensure that common objectives are met.
- Audit development activities to ensure goals are being met and necessary improvements made.

Donor Relations

- Lead in the solicitation of all major gifts from individuals and corporations.
- Develop and execute strategies to identify and acquire new donors, retain and encourage greater participation and higher-level giving from existing donors, and reactivate lapsed donors.
- Oversee fundraising special events.

Grants and Sponsorships

- Seek opportunities for financial support through grants and sponsorships.
- Manage and cultivate relationships with key foundations, government agencies, and companies.
- Prepare and submit grant applications for both established relationships and new grant & funding opportunities.
- Cultivate relationships and serve as the primary point of contact for all grant-related activities.

Operational

- Facilitate strong working relationships within the organization to support all fundraising opportunities.
- Create and support the role of a Development ad-hoc committee.
- Ensure the best practice protocol for efficient donor/ grant/ event, etc. tracking, to promote data and audit integrity.
- Create and prepare all development communications, including annual report, brochures and direct mail, email / website content, print and email newsletters, event invitations, presentations, on-air and video communications - to acknowledge, cultivate, steward and solicit donors.
- Oversee fund reporting to donors and stewardship activities that ensure donor funds are spent appropriately and donors are kept well informed about the use and impact of their gifts.
- Ensure the ethical handling of all confidential donor and prospect information.
- Respond to press inquiries related to fundraising events for the Coalition.
- Perform other related and assigned duties as required.



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Qualifications:

The ideal candidate:

- Has a Bachelor's degree and 2 years full-time fundraising experience in the nonprofit sector OR a minimum of four years full-time fundraising experience in the nonprofit sector.
- Is an energetic, results-oriented development professional with a track record of managing significant contributed revenue programs. Preference for candidates who have led departments that successfully raised a minimum of \$3M annually.
- Has strong project management skills with the ability to set priorities, meet deadlines and balance demands of multiple tasks, competing demands, and changing priorities.
- Exhibits outstanding interpersonal and communication skills and an ability to work cooperatively with a broad range of individuals
- Demonstrates initiative, autonomy, and strategic thinking
- Has meticulous attention to detail and strong organizational and analytical skills
- Has excellent organizational and time management skills with a keen eye towards details and deadlines
- Has the ability to problem solve and prioritize work duties independently while working collaboratively as a team
- Is creative and solutions-focused
- Has the ability to perform under pressure, and manage concerns while maintaining a professional demeanor
- Is proficient in MS Office, Google Suite, CRM database experience, and using social media for business
- Can accommodate a flexible schedule with some evening and weekend activities, known in advance
- Has reliable transportation to and from work and event locations. Driving is essential.

Salary range is \$75,000 to \$90,000 DOE.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Hybrid work environment with flexible schedule after onboarding period

Arizona Housing Coalition is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from all diverse groups to apply.

Send resume and cover letter to: info@azhousingcoalition.org for consideration.