

Position Profile

# Senior Director of Philanthropy Community Partners for Affordable Housing (CPAH)

Libertyville, IL (Hybrid)



COMMUNITY  
PARTNERS for  
**AFFORDABLE  
HOUSING**

*Everyone should have a place to call home.*

**DSG** | Koya

## ABOUT COMMUNITY PARTNERS FOR AFFORDABLE HOUSING

Community Partners for Affordable Housing (CPAH) is a leading nonprofit organization committed to providing housing and services that empower residents to secure and retain high-quality, affordable housing.



CPAH began as three independent nonprofit housing organizations. Read more [here](#).

Today, CPAH offers a continuum of housing services that clients throughout the northern suburbs can access with one phone call including rental assistance, rental housing, property management, HUD-certified housing counseling, down payment assistance, home repairs, accessibility improvements, foreclosure prevention, financial counseling, affordable community land trust homes for sale, inclusionary housing administration, housing rehabilitation, project management and new construction.

Learn more here about CPAH at [www.cpahousing.org](http://www.cpahousing.org)

### CPAH's mission:

To develop affordable housing and provide services that empower individuals and families to secure and retain quality housing.



## CPAH'S IMPACT

As the only comprehensive, full-service housing organization in the northern suburbs, CPAH is recognized nationally for innovation and impact and has become the region's go-to resource for housing services. Each year, CPAH helps thousands of individuals and families achieve housing stability, build wealth, and strengthen communities as follows:

- **250+** households per year prepare for successful and responsible homeownership through HUD-Certified housing counseling and education programs.
- **30** households per year achieve the stability and wealth-building benefits of homeownership through down payment assistance programs.
- **125+** households per year have stable housing and increased financial well-being through community land trust & inclusionary housing homeownership programs.
- **1,325** households per year have safe, stable, and affordable housing in CPAH's inventory of rental housing and through its inclusionary housing rental programs.
- **30** households per year avoid homelessness and maintain safe, stable housing as a result of rental assistance programs.
- **40** households per year receive forgivable loans and construction management services to make their homes safe, healthy, and accessible.
- **100** households per year have increased financial knowledge, skills, and behaviors as a result of CPAH's financial capability programs.
- **75** households per year avoid the devastating impacts that foreclosures have on families and communities through CPAH's foreclosure prevention program.
- **5-10** distressed homes are acquired, rehabilitated, and resold each year, strengthening neighborhoods and providing quality affordable housing for low-income households.

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**CPAH has helped develop or preserve over 1,750 units of affordable housing and provided housing-related services for over 75,000 residents**

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## CPAH'S CLIENTS SAY:



*"CPAH is like family, and being a successful renter has given me a sense of calm and confidence."*

*CPAH's program helped me and my family during a very difficult time in our life. It was like a Godsend. My daughter and I found a wonderful home thanks to this program, a great environment where she thrives, and a safe place to live. Throughout the whole process, I was well informed and aware of the next steps. Thank you so much CPAH. "*



*"At my worst moment, CPAH gave me hope and the ability to stay in my apartment."*

*"CPAH helped us provide a safer, more productive life for our daughter and for all of us. We are truly grateful."*



*"Before working with CPAH, finding affordable housing seemed like an impossible dream. Now we have a sense of stability and peace of mind."*

*"With CPAH, I know I always have someone in my corner."*



*CPAH meets you where you are, and helps you have a better life."*

## LOOKING AHEAD

CPAH has an exciting and ambitious year ahead, and the Senior Director of Philanthropy will play a critical role in advancing and amplifying this work. CPAH is currently completing construction of a 34-unit senior housing development in Libertyville, building a townhome community in Highland Park, getting ready to start construction of a 40-unit senior cottage project in Beach Park, planning its first Permanent Supportive Housing development, and will be launching a new regional affordable housing Hub to further expand its impact in the community.



## THE OPPORTUNITY

Community Partners for Affordable Housing (CPAH) is seeking a passionate and dedicated Senior Director of Philanthropy who wants to join its efforts to help ensure that everyone has a place to call home. The Senior Director of Philanthropy will create and execute a philanthropic vision to help advance CPAH's mission and grow its resources, with a particular focus on corporate and foundation giving. The ideal candidate will have a strong background in nonprofit fundraising, excellent communication skills, and a proven track record of successful grant writing and building relationships with corporate and foundation partners.

Reporting to the President, the Senior Director of Philanthropy will be deeply committed to creating a collaborative culture of philanthropy at CPAH. This leader will also develop processes and policies that consistently monitor progress and donor engagement. In addition to working closely with the President, the Senior Director of Philanthropy will frequently partner and strategize with the Vice President of Community Relations and a highly engaged Board.

## KEYS RESPONSIBILITIES INCLUDE:

- Develop, manage, and implement a comprehensive fundraising program with emphasis on increasing revenue through corporations, foundations, and major gifts.
- Identify, cultivate, and maintain new and existing relationships with corporate partners and foundations.
- Research and write grant proposals, ensuring timely submission and follow-up.
- Work closely with the President and Board of Directors to build relationships with donors and train the Board to make successful solicitations and open doors to prospective donors.
- Fully utilize donor management software and other tools to identify prospects, track donations, analyze fundraising data, manage relationships, and track progress towards goals.
- Support the Vice President of Community Relations in coordinating special events.
- Sustain a philanthropic spirit among board members, donors, staff, and other stakeholders.



Pictured: CPAH Staff

## CPAH is a special place to work.

CPAH's staff take great pride in dedicating their time and talent to CPAH's mission in a caring, collaborative and inclusive way - endearing trust from clients, strong partnerships with stakeholders and supportive funders who believe in the work.

## CANDIDATE PROFILE

Ideal candidates will display the following professional and personal qualities, skills, and characteristics:

### Passion for the Mission

The Senior Director of Philanthropy will bring a mission-driven mindset and genuine interest in the communities CPAH serves. This leader will have a deep commitment to CPAH's core values of integrity, strategic, diversity, service-oriented, and stewardship. The ideal candidate will bring an innate desire to cultivate and engage new and existing donors based on their unwavering commitment to CPAH's work. They will be trusted without reservation and go the extra mile for clients and supporters of CPAH.

### Expertise in Fund Development and Philanthropy

As a strategic partner to the President, CPAH staff and Board, the Senior Director of Philanthropy will be a proven expert in fund development and have the ability to implement diverse approaches to continuous corporate and foundation pipeline growth. This individual will be an effective storyteller and serve as an ambassador for CPAH's mission and will proactively coordinate donor cultivation and stewardship.

### Exceptional Collaborator and Relationship Builder

Critical to success in the role, the Senior Director of Philanthropy will have demonstrated the ability to nurture and maintain effective working relationships with CPAH staff, board members, volunteers, community groups, and other related agencies. They will inspire, motivate and collaborate effectively with others to drive cohesive fundraising growth.



### Strategic Thought Partner

The Senior Director of Philanthropy will be a forward-looking ‘innovative thinker’ who is skilled at implementing fundraising strategies and approaches that energize others to commit and actively participate in cultivating, stewarding, and implementing CPAH’s donors and prospects. The ideal candidate will also consider the knowledge and strengths of others, keenly aware of when to lead and when to defer to the expertise and relationships of the President, broader CPAH team and Board.

### Effective Communicator

The Senior Director of Philanthropy will be an excellent listener, influencer and compelling communicator. They will bring the ability to successfully convey the organization’s mission, programs and objectives in a variety of settings, from one-on-one interactions to large public audiences in a manner that establishes rapport and respect. This leader will also be agile and emotionally intelligent.

### Qualifications:

- Bachelor’s degree required.
- Minimum of 5 years of experience in nonprofit fundraising, with a proven track record of securing 5-6 figure gifts and grants from corporations and foundations.
- Experience in the development and management of fundraising programs, including donor solicitation strategy, communications, donor selection and appreciation, and special events.
- Proven ability to successfully write grants.
- Ability to develop and maintain relationships with a diverse group of donors and stakeholders, including clients and communities served.
- Must be self-motivated, results oriented, persistent, and able to set priorities and work on numerous projects simultaneously.
- Proficient computer skills and ability to manage fundraising database programs.
- Exceptional interpersonal and communication skills, both written and verbal.
- Demonstrate and support a culture of diversity, equity, inclusion, and accessibility.

*CPAH is deeply committed to equity and diversity and welcomes applications from all qualified individuals. All applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.*





## COMPENSATION, WORK ENVIRONMENT & BENEFITS

Salary is competitive and commensurate with experience. The salary range for this role is \$100,000 - \$130,000 with a generous benefits package.

This is a full-time position. Standard office hours are 8:30am-4:30pm. CPAH staff frequently work in the office 3 days per week and remotely 2 days per week. Flexibility is available regarding hours and hybrid schedule.

Benefits include medical, dental, vision, disability, life, healthcare reimbursement arrangement (HRA), and matched 401K contributions up to 5% of salary. Paid time off, plus 3 floating holidays of the employee's choice as well as 11 federal holidays. Sick time is also earned at 9 days per year.

## CONTACT

DSG | Koya has been exclusively retained for this engagement, which is being led by Tiara D. Muse. Submit a resume by [filling out our Talent Profile](#). All nominations, inquiries and discussions will be considered strictly confidential.

DSG | Koya is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

## ABOUT DSG | KOYA

DSG | Koya, a DSG Global company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, DSG | Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. DSG | Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world. [For more information visit DSG | Koya here.](#)

