



## Director of Development

### Position Overview

CPAH is a leading nonprofit organization committed to providing housing and services that empower residents to secure and retain high-quality, affordable housing. We are seeking a passionate and dedicated Director of Development who wants to join our efforts to help ensure that everyone has a place to call home. The Director of Development is a new, full-time position that will create and execute a philanthropic vision to help advance our mission and grow our 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. CPAH is deeply committed to equity and diversity and welcomes applications from underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

### Key Responsibilities

- Develop, manage, and implement a comprehensive fundraising strategy with emphasis on increasing revenue through corporations, foundations, and major gifts.
- Identify, cultivate, and maintain 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.
- 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.

### Essential Characteristics

- Bachelor's degree from an accredited university.
- 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.
- 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, and inclusion.
- Must possess a passion for CPAH's mission.

### Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. Up to 2 days per week may be worked remotely. Competitive salary of \$100,000 - \$105,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

### To Apply

Send resume and cover letter to [ranthony@cpahousing.org](mailto:ranthony@cpahousing.org).

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.