

## JOB ANNOUNCEMENT

### FUND DEVELOPMENT & MEMBERSHIP ASSOCIATE - FULL-TIME

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy and membership organization based in San Francisco, seeks an energetic, self-motivated, team-oriented, and organized individual to support the organization's fundraising, grantwriting, and membership services work as our Fund Development & Membership Associate. This person would join a passionate and collaborative team of a dozen staff with a track record of success in advancing affordable housing solutions in the Bay Area and across California.

#### **About NPH**

NPH is a nonprofit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders, and businesses working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families and neighborhoods. Our vision is a future where everyone has a place to call home and where low-income communities, and communities of color, stay and prosper in the Bay Area. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement.

#### **NPH is an Equal Opportunity Employer**

NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

#### **Job Summary**

The Fund Development & Membership Associate is a skilled professional responsible for supporting strategy coordination and execution for NPH's fundraising (which includes grants, donations, and event sponsorships) and membership activities. The successful candidate will be detail-oriented and organized, have excellent written and oral communications skills, be committed to quality work, thrive in fast-paced environments, and have a proactive and collaborative approach to working with colleagues, members, and partners. The Fund Development & Membership Associate is a full-time employee supervised by the Deputy Director. NPH provides an exciting opportunity for a high-achieving individual committed to the nonprofit sector and affordable housing advocacy.

#### **Duties and Responsibilities**

##### Grants & Fundraising (50%)

- Work with the Deputy Director to track the organization's overall fund development goals through development of systems, metrics, and timelines.
- Assist with the development and writing of grant proposals in conjunction with program staff.

- Prepare and submit all necessary grant proposal materials, including financial statements, to prospective and existing donors as needed.
- Write and submit timely grant reports on programmatic activity and provide other necessary materials as requested by funders.
- Coordinate and facilitate contact between foundations and appropriate NPH staff.
- Research prospective funders in order to grow NPH's grants portfolio.
- Support the Executive Director in any foundation prospecting activities with materials, research, and strategy.
- Draft copy to support marketing and donor communication/acquisition strategies.

#### Membership (25%)

- Work with the full NPH team to develop and execute strategies for member recruitment, engagement, and retention.
- Coordinate and monitor membership renewal status, mailings, and process.
- Work with Administrative Assisociate and Program & Events Manager to plan and organize annual membership drive in coordination with annual member party.
- Work with the team to update external membership-related materials, including membership forms and website acknowledgement.

#### Events & Sponsorships (25%)

- Coordinate with staff on logistics for trainings, meetings and special events.
- As part of the events team, help to put on NPH events, including the Leadership Awards, Fall Conference, annual fundraising party, and end-of-year member party.
- Produce target sponsor lists and solicitation letters.
- Coordinate with members and staff to implement 7-10 brown bag trainings per year.
- Process and track event income and attendee lists.

#### **Necessary Skills and Qualifications**

Please note, we do not expect every applicant to have every skill and qualification listed here. A strong Fund Development & Membership Associate candidate will match at least 80%.

- Ability to write with clarity and accuracy, and with versatility of style appropriate to the audience. Experience in grant writing or other fund development work preferred.
- Passion for learning about affordable housing policy and advocacy.
- Ability to communicate effectively and develop good working relationships with NPH staff, board, members, partners, funders, and supporters.
- Strong computer skills, including proficiency with the Microsoft Office suite and/or Google Suite, (i.e. Word, Excel, PowerPoint and/or their Google Suite counterparts Docs, Sheets, Slides) and online research.
- Prior experience with Salesforce or another database.
- Previous experience in a nonprofit organization preferred. Must be committed to racial and economic diversity, social justice, and affordable housing.
- Experience with Salsa or other email management systems a plus.
- Demonstrated ability to work independently as well as collaboratively.
- Demonstrated ability to multitask and prioritize different ongoing projects.

- Bachelor's degree OR fundraising experience with demonstrated ability to work independently on projects with supervision and guidance; OR equivalent combination of education and experience.

### **Compensation & Benefits**

Salary range is \$50,000 to \$60,000. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, a retirement savings plan, and commuter subsidy benefit.

### **Application Process**

Applicants should email a resume, cover letter, and two short (2 page max) writing samples that demonstrate your writing skill and versatility to: *info@nonprofithousing.org* with the subject header: *FMA Position*. Questions about the position may be directed to *info@nonprofithousing.org*.

**Application deadline is February 28, 2020.** This position is open until filled.