



**JOB ANNOUNCEMENT
Chief Development
& Communications Officer**

DEPARTMENT NAME: Development

POSITION REPORTS TO: Chief Executive Officer

OFFICE LOCATION: 75 E. Santa Clara Street, Suite 1350, San Jose, CA

MISSION AND HISTORY

Housing Trust is leading the effort to create a strong affordable housing market in the greater Bay Area as one of the region's highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Since 2000, Housing Trust has invested \$355 million – creating nearly 21,000 affordable housing opportunities serving over 38,000 of our neighbors. Housing Trust has led the way in engaging local corporations and foundations in investing hundreds of millions of dollars to work with us to bring more solutions to the market all while experiencing several years of high growth in our lending business.

Housing Trust is looking for exceptional people who believe that safe, stable affordable housing opens the door to better living for everyone. We embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community.

POSITION OVERVIEW

Housing Trust seeks a mission and results driven professional to lead the organization's Development & Communications department. The position will be responsible for developing and executing on the organization's resource development and communications strategy in support of organizational programmatic and operating goals. Housing Trust has a track record of leveraging its diverse network of private, public, and individual stakeholders to reach its intended results and impact.

The ideal candidate will bring deep fundraising and communications experience and the ability to provide strategic vision and successful execution.

The position will report to the Chief Executive Officer (CEO), be a member of the senior management team, and supervise three staff members as well as hire and manage consultants, as needed.



KEY RESPONSIBILITIES

- Partner with the CEO, senior team, and Board of Directors to refine the development and communications strategies for the organization.
- Lead communications, marketing, and branding strategy that targets donors, investors, public sector decision-makers, real estate developers, and media.
- Lead fundraising and resource development strategy including funder/key stakeholder targeting, cultivation and management, development of grant submissions and event planning.
- Lead the strategy for and development of responses to federal, state, and local RFPs and NOFAs such as to the CDFI Fund.
- Support, in collaboration with CEO and CFO, investor stewardship and convene key stakeholder groups through planning and hosting events and thought leadership.
- Manage impact reporting function and oversee the production of reports to funders and investors, ensuring all reports are thorough, accurate and timely.
- Manage, develop, and coach the fundraising and communications team; provide support, guidance, encouragement, and professional development to team members.
- Commit to advance racial equity and intentionally cultivate diversity, equity, and inclusion in the department and through communications including leading efforts to share thought leadership in this area.

QUALIFICATIONS

- Bachelor's degree in communications, marketing, business, or related field along with 8+ years of related professional experience. Advanced degree preferred.
- Proven ability to develop diverse cross-section of potential donors – from large corporations, foundations, and impact investors – and demonstrated experience cultivating and stewarding these relationships.
- Demonstrated experience developing and executing communications and marketing strategies that improve brand awareness and stakeholder engagement, including proven success developing and implementing digital marketing and social media strategies to enhance visibility, engagement, and loyalty.
- Outstanding people management and team leadership skills, with experience recruiting, nurturing, and motivating talent.
- Exceptional communications skills – written and oral.
- Experience with and understanding of housing policy, programs and finance and Community Development Financial Institutions is ideal, but not required.
- Organized, entrepreneurial self-starter; able to identify what needs to get done, then willing and able to make it happen.
- Great attention to detail and follow-through. Sense of ownership; passionate for results.
- Commitment to social change and positive impact in our community
- Highly skilled at collaborating across various levels of diversity including race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual orientation.
- Embrace a work culture that celebrates creativity and innovation.
- Ability to respond quickly and effectively to changing demands while continually delivering high performance.



COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. Annual salary range for this position is \$150,000 to \$170,000. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to Jobs1@housingtrustsv.org.

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.