



POSITION DESCRIPTION

Position Title:	Director of Advancement & Community Investment	Reports to:	Executive Director
FLSA:	Exempt	FT/PT:	Full-Time
Date:	August 2023	Salary Range:	\$75,000-\$85,000

POSITION SUMMARY

The primary goals of this position are to expand and optimize the Polk County Housing Trust Fund donor base, monetary contributions, and the overall effectiveness of the supportive services grant program, broadening its reach and positive impact on the community. The Director is responsible for developing and executing the organization’s overall fundraising strategy related to affordable housing assistance from various sectors within the community while leading, managing, and driving fundraising goals by optimizing donor and other constituent engagement. Responsible for and oversees the Advancement Committee as well as the Program and Supportive Services Committee at the Polk County Housing Trust Fund. Leads the program & supportive services community investment grant process, while monitoring and overseeing outcomes; assists grantees, and communicates community investment progress/outcomes to the Board of Directors on a semiannual basis. Assesses program to determine potential improvement and eligibility requirements for participation. Active in the community, working with other funders as well as program providers to assess and collaborate, ensuring PCTHF is meeting the needs and helping bridge any affordable housing service gaps in Polk County through PSS community investment grantmaking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising

- Develops and executes the annual fundraising plan for Polk County Housing Trust Fund’s fundraising campaigns and initiatives, that are in alignment with the organization’s vision, mission, and goals. Includes, leading the PCHTF Board of Directors Annual Campaign.
- Leads and manages organization fundraising campaigns such as the annual investment campaign. Tracks progress of annual fundraising efforts and reports results to the Executive Director and the Board of Directors.
- Tracks all donors and annual donations in PCHTF donor database.
- Assesses overall effectiveness of annual campaign and develops/recommends novel approaches or new initiatives to replace or add to fundraising calendar. Strategically reviews and assesses ways in which PCHTF fundraising may broaden scope of impact to the community.
- Drives fundraising goal achievement by various means including but not limited to building and strengthening donor relations in collaboration with the Executive Director; assessing, developing, and executing strategies regarding donor base expansion, donor retention and contribution growth; recognizing donors publicly and privately for their contributions through multiple mediums.
- Leads and staffs the Advancement committee.
- Regularly conducts searches to identify different viable funding sources; writes grant proposals to prospective funders.
- May serve on various boards and committees as a member or in an advisory capacity or conduct presentations to different segments of the community, speaking at local or national conferences representing Polk County Housing Trust Fund.



POSITION DESCRIPTION

Community Investment - Program and Supportive Services

- Leads and staffs the PSS committee.
- Leads the preparation and creation of the online application for Program and Supportive Service and Capacity Building funding. Implements efficient application and review processes.
- Manages the receipt, distribution and scoring of completed grant applications.
- Prepares award letters and contracts for funding after approval by the PCHTF Board of Directors.
- Answers questions and assists potential applicants; also acts as a resource to all funded program recipients during the contract period.
- Conducts in-person visits to assess how funding recipients are performing against program requirements. Reviews data, metrics, and conversations to fully assess performance levels and program fulfillment. Provides guidance to funding recipients as needed for program success.
- In collaboration with the PCHTF Director of Research and Planning, collects, analyzes, and distributes all program outcomes and reports results to the committee semiannually.
- Evaluate effectiveness of funded programs and ongoing alignment with PCHTF mission and goals; regularly assess program gaps and determine/recommend/implement ways to enhance strategic funding.
- Other duties as assigned.

Education and Experience Requirements

Bachelor's degree or equivalent with a minimum of two years' nonprofit experience in fund development and/or project management; master's degree a plus; experience working with senior executives and board of directors; some experience working with affordable housing policy and community planning preferred; must possess a valid Iowa Driver's License.

Critical Success Factors

Leadership skills; strategically oriented; outstanding oral and written communication skills; ability to build and grow professional relationships and networks; collaborative and team-oriented; high organizational skills; influential and persuasive; possesses initiative with high work ethic; goal oriented; program-project management skills; computer skills in Microsoft Office applications and donor database platforms.

Contacts

Internal: PCHTF board members and staff

External: Existing and potential donors; community, philanthropic and funding organizations; supportive services providers; partner organizations; community and business leaders

Physical Demands / Working Conditions

Some travel is required.

Note: This job description describes the general nature and essential functions of the position without including peripheral and incidental duties. Contents of this job description are subject to change at the discretion of the employer. Employees may receive other job-related instructions and be required to perform other job-related work as requested by the manager. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.