



## **Grant and Advancement Manager (Full-Time)**

**Please send cover letter to [pihgeneral@partnersinhousingindy.org](mailto:pihgeneral@partnersinhousingindy.org)**

### **Position Summary:**

The Grant and Advancement Manager is responsible for advancing the organization in the areas of grants, fundraising, communications, marketing and community relations.

### **Primary Responsibilities:**

- Analyze fundraising programs and plan for future activities. Develop an integrated communications/fundraising strategy.
- Identify new and maintain current funding opportunities and donor relationships.
- Administer and oversee all grant applications and perform responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.
- Manage PIH website and other social media outlets.
- Develop and implement plans, strategies, and techniques to enhance the visibility of Partners in Housing in the community and with donors.
- Attend community events to promote Partners in Housing.
- Coordinate all special events by soliciting sponsorships, leading a committee of community volunteers, coordinating all vendors and volunteers, and directing related publicity.
- Maintain donor database and oversee cash and in-kind gift receipt and acknowledgment.
- Coordinate with Support Services and Community Life departments to identify and tell the success stories of residents.
- Manage the Community Outreach Coordinator

### **Education and Experience:**

- Bachelor's degree
- Minimum 3-5 years' experience in fundraising and communications
- Minimum 2 years working for a non-profit organization
- Possess valid Indiana driver's license and current auto insurance

**Competencies:**

- Have an understanding, appreciation and commitment to the mission and philosophy of Partners in Housing.
- Utilize strong, clear verbal and written communication skills.
- Experience writing grant proposals and maintaining compliance with federal grants.
- Be well-organized and be able to prioritize task in a fast-paced environment.
- Demonstrated leadership skills.
- Utilize above basic computer skills.
- Utilize above basic math and analytical skills
- Familiarity with donor database software (Bloomerang preferable)
- Demonstrated initiative and judgment and demonstrated ability to perform independently.
- Experience in working with low-income and homeless individuals and their specific needs.
- Demonstrate the ability to work effectively with diverse populations.

**Compensation:**

The annual salary range for this position is \$50,000- \$55,000

**Benefits:**

PIHDC also provides a comprehensive benefit package, which includes:

- 401 (k) with company match up to 3% of employee salary
- Healthcare Insurance upon employment
- Dental and vision insurance benefits
- Life Insurance and long-term disability benefits
- Generous paid leave allowance (PTO)
- Twelve paid holidays
- Professional development opportunities
- Diverse, Inclusion and equitable professional work environment
- Opportunity to work remotely

**Equal Opportunity Employer**

Partners in Housing Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

*The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*