



JOB ANNOUNCEMENT

Development Associate New York, NY

The Organization

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

Position Scope:

The Development Associate will be primarily responsible for grant-writing and funder stewardship. The Development Associate will provide assistance to CSH field offices and national teams by drafting and editing proposals, reports, and correspondence, and conducting research. The position reports to the Director of Fund Development and is located in our New York City headquarters.

Position Responsibilities:

- Serves as the main point of contact/liason between the Fund Development unit and 4-6 CSH field offices or national teams.
- Coordinates the grants management process for each assigned field office or team, including writing inquiries (letters of intent), proposals, and grant reports.
- Conducts research to identify individual, corporate and foundation donor prospects.
- Maintains tracking system for proposal and stewardship report due dates to ensure timely submission of requests and reports.
- Develops concept papers on new program models and conduct literature reviews of new target population needs and evidence-based models for serving different segments of the homeless population and other vulnerable individuals and families.
- Special projects as assigned.

Position Qualifications

All CSH staff share a common competency framework. These competencies guide our approach and help us to create value. The successful candidate will be adaptable, entrepreneurial, collaborative, innovative, flexible, and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency. She/he will demonstrate patience and a commitment to treating others with respect.

Specific skills and experience include:

- Excellent writing and editing skills, including the ability to convey complicated projects in a compelling and persuasive manner.
- Strong analytical, interpersonal, presentation, and written and verbal communications skills.
- Past experience in grant-writing, beneficial.
- Ability to communicate clearly and simply, coupled with a strong creative sensibility and ability to think critically and strategically.
- Proficiency in using Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Sound business ethics, including the protection of proprietary information.
- Bachelor's degree in a related field; advanced degree a plus. Equivalent experience may substitute for education.
- Eagerness and ability to manage a diverse set of tasks.
- Ability to work independently with minimal supervision.
- Strong organizational skills, proven ability to meet deadlines and work under pressure.
- Ability to use Microsoft Suite and conduct internet research.
- Familiarity and/or interest in supportive housing, including homelessness, low income housing, community development, mental illness, social services and social justice, preferred.

To Apply:

Candidates should apply by clicking on the link below. All candidates should attach their **Resume, Cover letter and Salary Expectations as one Microsoft Word or PDF document.**

<https://home2.eease.adp.com/recruit/?id=15763732>

(Please note that some internet browsers may not allow you to upload files, if this is the case please copy and paste your resume and cover letter in the text box)

CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves