



## **JOB ANNOUNCEMENT**

### **Development Manager (2 Positions)** 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 Manager will be primarily responsible for full range of fund development and stewardship for a number of teams across CSH. This includes foundation, corporate and government and some limited individual donor management and advancement. The position is part of a fund development team and reports to Chief Development Officer and is to be located in our New York City headquarters.

#### **Position Responsibilities:**

- Serves as the main point of contact/liason between the Fund Development team and a number of CSH field offices or national teams.
- Research prospects and generate proposals and reports for foundation, government, and corporate supporters.
- Coordinates the grants management process for each assigned team, including writing inquiries (letters of intent), proposals, and reports. Manage deadlines, including managing contributions of content from multiple teams, and ensure submission.
- Conduct the full range of activities required to prepare, submit, and manage proposals to government, individuals, foundation and corporate sources
- Conducts research to identify individual, government, corporate and foundation donor prospects.
- Work with other business support teams (primarily finance) to gather information necessary to report to funders on current programs.
- Comply with all grant reporting as required by government, foundation & corporate donors
- Maintains tracking system for proposal and stewardship report due dates to ensure timely submission of requests and reports.
- Working with CSH's Strategy and Impact team, 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 Competencies:**

All CSH staff share a common competency framework. This guides our approach and in turn, helps us create value. Successful candidates will be adaptive and entrepreneurial problem solvers. Their work will be driven by strategic thinking and executed with creativity and flexibility with an ability to adapt approach, strategy, and tactics rapidly in response to changing information or program need. It is important to articulate and strategically pursue new visions and ideas for supportive housing, and the role it can play in solving complex problems. We are seeking a candidate who has passion for the CSH mission and possess the leadership and management skills necessary to advance and realize CSH's vision and further our reputation in the communities we serve.

#### *Strategic:*

- Formulates objectives and priorities, and implements plans consistent with the long-term business and competitive interests of CSH in a global environment; capitalizes on opportunities and manages risks.

#### *Pragmatic:*

- Proven track record of dependability, focus and attention to detail and accuracy.
- Demonstrated ability to prioritize work, problem solve and negotiate positive results, and ability to welcome change and respond quickly to changing priorities.

*Collaborative:*

- Ability to establish excellent relationships and work cooperatively with individuals, groups and organizations that are diverse in mission, composition, function, capacity and geographic location.
- Ability to find common ground and effectively facilitate discussion among stakeholder groups with divergent views.
- Skilled in developing and delivering cogent and compelling presentations to varied audiences.

*Accountable:*

- Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

**Qualifications and Requirements:**

- 5+ years of fund development experience including grant writing, reporting and prospect research; proven track record of successful grants and related reporting with public sector and institutional donors
- Bachelor's degree in a related field; advanced degree a plus. Equivalent experience may substitute for education.
- Excellent writing and editing skills, including the ability to convey complicated projects in a compelling and persuasive manner.
- Strong research and analysis skills
- Working knowledge of basic fundraising techniques and strategies
- Ability to communicate clearly and simply, coupled with a strong creative sensibility and ability to think critically and strategically.
- Proficiency in using Raiser's Edge, Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Sound business ethics, including the protection of proprietary information.
- Eagerness and ability to manage a diverse set of tasks and ability to multitask efficiently and effectively.
- Able to work independently in deadline-driven environment
- 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://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=9>

*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*