



Corporation for Supportive Housing Development Officer, New York, NY

Organization:

For over 25 years, CSH has been a game-changer for the most vulnerable people in our country:

- Helping communities create 200,000 homes for individuals and families who did not have one;
- Bringing hope to thousands who thought they would live on the streets or reside in institutions;
- Ensuring not only a stable home for each but access to the services that brought healthcare, recovery and training to their doorsteps;
- Changing the trajectory of lives away from poverty and despair and toward independence and economic sufficiency.

The Position:

If you have a burning desire to make a difference for people and families others have given up on and often say cannot be helped, we have a place for you. No cynics allowed. Not only has CSH proven supportive housing works and does change the lives of individuals facing acute disabilities, complex medical and mental conditions, substance use disorders and economic barriers, we have done so while creating a family of nationally-recognized experts who stay committed to our organization and mission throughout their careers. CSH offers development and growth to those we serve and our workforce. We attract talented professionals, offer competitive salaries with benefits, generous family leave and PTO, and fully embrace the philosophy that a sustainable work-life balance is desirable and achievable. With the aim of attracting good people who possess the confidence and drive to get the job done to build a better world, CSH is now accepting applications for a Development Officer based in CSH's New York Office.

Reporting to the Chief Development Officer, the Development Officer will be 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.

Successful candidates will:

- Serves as the main point of contact/liaison 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 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.

CSH staff are mission driven, we take initiative, pursue goals with minimal supervision and are adept at managing multiple assignments effectively.

Interested in joining our team as a leader in the national supportive housing movement? Apply via the link below:

<https://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=27>

CSH is proud that it always has been and always will be an Equal Opportunity Employer.