

Position Title: Development Director

Reports To: Executive Director

Classification: Exempt

Schedule: Full-time; flexible hours with evenings and weekends as needed

HFHSLO offers a competitive total compensation package including a Simple IRA, medical, dental, drug and vision insurance, and paid time off (PTO.)

Salary range: \$60,000 – 70,000 annually.

To apply: Please email your resume to tonya@HabitatSLO.house

Position Summary

The Director of Development leads all revenue development efforts with a primary focus on grants management, institutional fundraising, and government and municipal partnerships. This position is responsible for identifying, securing, managing, and stewarding funding from federal, state, county, and municipal sources, as well as foundations, corporations, and major individual donors. The Director works closely with the Executive Director and staff to align funding strategies with organizational priorities and ensure compliance, reporting, and long-term sustainability.

Qualifications

- Bachelor's degree required; advanced degree or CFRE preferred
 - Minimum of three (3) years of progressively responsible experience in grants management (CRM), institutional fundraising, or public-sector funding
 - Demonstrated success in securing and managing federal, state, county, and municipal funding
 - Experience working with foundations, corporate donors, and major individual donors
 - Knowledge of compliance, reporting, and audit requirements for public and grant-funded programs
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Core Competencies & Skills

- Strong grant writing, budget development, and reporting skills
 - Thorough understanding of federal, state, and local funding processes and timelines
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- Ability to build and maintain relationships with municipal leaders, government agencies, and public-sector partners
 - Excellent written, verbal, and interpersonal communication skills
 - Highly organized with strong attention to detail and deadlines
 - Ability to manage multiple funding streams simultaneously
 - Collaborative leadership style with staff and external partners
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Primary Responsibilities

Grants & Government Funding (Primary Focus)

- Identify, research, and pursue grant opportunities from federal, state, county, and municipal sources
 - Develop, write, and submit competitive grant proposals, applications, and funding requests
 - Maintain a comprehensive grants calendar, tracking deadlines, awards, compliance, and reporting requirements
 - Ensure adherence to grant terms, government regulations, and audit standards
 - Prepare and submit required performance, financial, and compliance reports
 - Coordinate with internal departments to collect data, budgets, and documentation needed for applications and reports
 - Serve as the primary point of contact with government agencies and grantors
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Donor & Institutional Relations

- Cultivate, solicit, and steward relationships with foundations, corporations, and major individual donors
 - Align donor funding with organizational programs and strategic priorities
 - Prepare funding proposals, impact reports, and stewardship communications for donors
 - Support the Executive Director in donor engagement and solicitation efforts
 - Maintain accurate donor and grant records within the organization's CRM/database
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Municipal & Community Partnerships

- Build and maintain relationships with municipal, county, and state officials, housing authorities, and community agencies
 - Represent the organization in meetings with government partners, coalitions, and funding bodies
 - Monitor legislative and funding developments impacting affordable housing and community development
 - Support intergovernmental agreements, MOUs, and partnership documentation
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Strategic Planning & Financial Alignment

- Collaborate with the Executive Director and leadership team to align funding strategies with organizational goals
 - Assist in developing program budgets that align with grant and public funding requirements
 - Support long-term funding sustainability through diversified public and institutional revenue streams
 - Provide regular reports and updates to leadership and the Board on funding pipelines and outcomes
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Special Events (Supporting Role)

- Provide strategic oversight and support for fundraising and donor engagement events
- Collaborate with staff and volunteer committees to plan and execute signature fundraising events
- Ensure events align with broader fundraising goals, donor cultivation strategies, and organizational branding
- Assist with sponsorship development, donor recognition, and post-event stewardship

Additional Responsibilities

- Serve as staff liaison to the Resource Development or Grants Committee
- Coordinate funding-related communications and public announcements
- Support special funding initiatives, capital projects, and public-private partnerships
- Assist with organizational planning, compliance, and audits as related to grant-funded programs