National Community Stabilization Trust Job Opening:
Development Director

The National Community Stabilization Trust (NCST) seeks an energetic and entrepreneurial Development Director to implement our development plan. Reporting to the President, the Development Director will provide strategic leadership for the planning, implementation, and administration of NCST’s development plan, which aims to raise $3 million annually. The Development Director will be part of NCST’s senior leadership team.

NCST desires a candidate with a commitment to racial and economic justice, equitable community development, and affordable homeownership. We are looking for someone with a track record of success in raising significant funds from foundations and corporations who is creative, a self-starter, and a team player. While the position is formally located in Washington, DC, we can be flexible about location for the right candidate.

NCST is a national, non-profit organization that supports communities by engaging in real estate transactions and policy advocacy to strengthen neighborhoods and promote affordable homeownership. Flagship programs include REOMatch™/First Look, the Homeownership Alliance, the Middle Neighborhoods Initiative, and the DASH (Developing Affordable Starter Homes) Fund. For more information, see www.stabilizationtrust.org.

Job Responsibilities

- Work closely with the senior leadership team to establish fundraising goals, set strategic priorities, and advise on program development.
- Engage with the Board of Directors to involve them more deeply in the fundraising process and to cultivate a strong relationship between the board and the organization.
- Write grant proposals, working collaboratively with other staff to develop a compelling description of the program or activities to be funded, and research funders that could potentially support NCST’s programs and activities.
- Design and manage fundraising-related NCST events, such as an annual awards presentation and other in-person or virtual events as needed.
- Work with the Chief Operating Officer and NCST financial consultants to develop an annual budget for the organization and work with the Communications Assistant to create high-quality promotional and educational materials.
- Manage all grant reporting, working with the relevant staff to ensure that the appropriate milestones are being met and deliverables being produced.
- Keep up to date with political and philanthropic trends and developments through conferences, trainings, and professional reading.
Experience

- At least ten years of work experience in the nonprofit community with at least five years of fundraising experience. Previous experience in community development/housing preferred.

- Proven success in soliciting and closing significant grants from foundations or corporate donors.

- Demonstrated ability to work effectively with, and quickly gain the respect and support of, various constituencies, including donors, board members, staff, and other NCST partners.

- Strong interpersonal skills and poise; excellent written, verbal, and presentation skills. Adept at crafting materials and making presentations to a variety of audiences.

- Sense of humor and ability to have fun at work.

- Ability to work from home while remaining motivated and engaged with the team.

Salary, Benefits, and Application

Salary is commensurate with other nonprofit housing organizations. Additional benefits include an employer 401(k) contribution, excellent health insurance, long- and short-term disability, flexible spending and commuter accounts, and generous leave policies.

Applicants should submit a resume, cover letter, and a sample foundation grant proposal by October 1, 2020. Materials should be sent by email to careers@stabilizationtrust.org.

NCST is an equal opportunity employer committed to a diverse workplace.