



Director of Community Engagement

Position Description

As the first Director of Community Engagement, you'll work closely with the Executive Director to spearhead development efforts including the design and execution of a comprehensive development strategy for Housing North. This position will assist with external communications and relationship management with key partners and stakeholders, support ongoing funding efforts, community planning and advocacy efforts. They will be responsible for tracking progress to ensure that established goals and priorities are achieved and will work in concert with Housing Ready staff and Consultants when needed.

Responsibilities including, but not limited to:

Relationships/Fundraising-

- Manage ongoing relationships with local foundations, committees and municipal partners including external outreach to partner organizations to set meetings, provide updates, and presentations.
- Support the Executive Director with the fund development strategy to identify ongoing and changing funding needs, preferred funding targets
- Assist in assessing funding schedules, orchestrating meetings with funders and support the HN Fund Development Committee and preparing proposals.
- Direct and develop systems for adhering to the foundation and government grant reporting deadlines and coordinate internal staff to complete such reporting, including writing narratives for grant reports and implementing the plan to track ongoing contact with foundations and government entities.

Communications-

- Support the efforts of the community communications coordinator in the cultivation of social media efforts, general communication for outreach efforts (to staff, board, and others), and press releases.
- Direct the communications documents, press releases and other items to support Housing North Programs in coordination with the Community Communications Coordinator.
- Provide communication updates/reports on key partners and communities.

Other support-

- Participate in public and agency relations activities to increase agency awareness.
- Tracking of local policy changes and residential projects in the pipeline through data/dashboard management.
- Other duties may be necessary for the overall stability of the organization.

Preferred qualifications:

- Bachelor's Degree in fundraising, marketing, communications, public relations or related fields.
- Development/Fundraising experience including experience with fundraising from multiple donor channels.
- Experience in planning, leading, and managing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress.
- Someone who takes initiative and actively seeks to deepen funder relationships and to forge new ones.
- Skilled in creating powerful, compelling written and oral communications for fundraising.
- Ability to convey complex ideas through brief, simple materials.
- Effective at working with others to reach common goals and objectives.
- Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.
- Basic understanding of housing policy, community planning or local government experience.
- Excellent communication, written, by phone and through presentations to key stakeholders including community organizations, local municipal partners and the development community.
- Proficiency in Google Suite, MS Word, Excel, and PowerPoint required and experience with CRM software.
- Ability to work in a fast-paced environment both independently and as part of a team
- Ability to exercise independent judgement with minimal supervision.
- Broad knowledge of Housing North's work in the Northwest Michigan region and the work of its partners.

Specifics:

- Full-time position. Benefits include 80% paid insurance for family (medical, dental, vision), Simple IRA contributions. Generous PTO.
- Salary range is \$50-\$60K
- Schedule: 9:00 a.m. - 5:00 p.m., Monday-Friday with remote work opportunities.
- Occasional evening & weekend hours when needed.

To apply:

Submit a cover letter and resume to yarrow@housingnorth.org by 12/4/2023. Position will remain open until filled.

About Housing North:

Founded in 2018, Housing North is a nonprofit organization that works to build awareness, influence policy, and grow capacity and resources for housing solutions in Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties. More information is available online at www.housingnorth.org.

Housing North provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, Housing North is committed to maintaining a workplace free from the abuse of drugs and alcohol.