

**Development Coordinator****Position Description**

Revised February 2024

About the Housing Network of Rhode Island (HNRI) and Homes RI

The [Housing Network of RI](#) is the State's membership organization for non-profit agencies that are committed to the development of affordable homes and vibrant communities across Rhode Island. HNRI is the backbone organization for [Homes RI](#), a coalition of organizations working together to increase and preserve the supply of safe, healthy, and affordable homes throughout Rhode Island. HNRI is an equal opportunity employer and does not unlawfully discriminate against employees or applicants based on race, color, country of ancestral origin, religion, disability, familial status, sex, marital status, sexual orientation, gender expression or identity, or status as a victim of domestic violence. Whenever practicable, HNRI will make reasonable accommodations for qualified individuals with disabilities to the extent required by law.

Overview of Position

HNRI is seeking an organized and energetic individual to coordinate activities that will benefit, grow, and sustain HNRI and our diverse member network of nonprofit affordable housing developers and allied organizations across Rhode Island. The Development Coordinator will work cross-organizationally to steer, systematize, and ensure the smooth operation of organizational fundraising and development efforts. This role will also provide key operational support and help advance the organization's capacity through supporting relationships with HNRI's membership and allied organizations. This position will work closely with the HNRI Executive Director and 16-member network. This is a full-time position requiring in-person engagement.

Responsibilities:

- **Coordinate the planning and execution of organizational fundraising campaigns, events, and initiatives.** Collaborate with Executive Director and colleagues to identify fundraising opportunities, develop relevant fundraising strategies and collateral materials, and provide logistical support for organizational events.
- **Systematize organizational grants process, including prospect research and reporting.** Coordinate the creation and maintenance of a grants database to help track prospective grant opportunities, current funding, and reporting obligations. Support grant writing and reporting, including gathering necessary documentation and data.
- **Aid in the cultivation and stewardship of donors and funders.** Draft donor/funder communications, including solicitation and acknowledgement letters. Create and maintain a system to manage donor and funder records. In partnership with Executive Director and colleagues, create and implement strategies to cultivate and engage new donors, funders, and stakeholders, and support relationship with existing donors and funders.
- **Coordinate and implement programming to meet membership needs.** Using formal and informal feedback mechanisms from members and key stakeholders, create and maintain opportunities for members to participate in networking, share ideas and best practices, troubleshoot challenges, and keep abreast of current trends, policies, and practices in the sector.

- Solicit and receive member feedback
 - Disseminate information to members such as funding opportunities, industry news, and events
 - Organize and staff meeting for members, including membership meetings, learning cohorts, and Meet and Greets as assigned
 - Identify and implement training, technical assistance, and other professional development opportunities for membership
- **Elevate the profile of the Housing Network of RI and its membership.** Identify potential new members or supporters for membership expansion. Provide communications support as needed that highlights the members' and HNRI impact, including creation of newsletters, print and digital material, press and media stories and regular reports. Identify and implement as appropriate strategies to support members with key capacity building functions. Provide support to member-focused meetings and events as needed

Essential Knowledge, Skills, and Qualities:

- Demonstrated experience in nonprofit operations, fundraising, communications, project management or a related field. At least three or more (3+) years' experience is strongly preferred. At least two years' direct experience with fundraising, including grant writing, grants management, and donor stewardship strongly preferred.
- Demonstrated experience working with a membership or coalition of stakeholders requiring a high degree of customer service. One (+) plus years' experience preferred.
- Working knowledge of community development and/or affordable housing sector preferred.
- Excellent relationship-building skills and ability to plan and facilitate meetings and build consensus with a range of individuals and stakeholder interests. One (1+) year or more experience strongly preferred.
- Strong organizational skills with exceptional attention to detail.
- Ability to multi-task and prioritize tasks effectively in a fast-paced environment.
- Comfort working in a self-directed capacity in with the ability to adapt or change course.
- Culturally sensitive and clear commitment to principles of equity and inclusion.
- Proficiency with Microsoft Office, virtual meeting and webinar platforms, and fundraising / donor management software. Ability to guide others through use of technology for events, meetings, and trainings.
- Bachelor's degree preferred.

Compensation and Benefits: This is a full-time, 40-hour/week position. The salary range offered is \$57,000 - \$60,000 annually. Benefits include 12 paid holidays, paid vacation, sick and personal time, health and dental insurance, insurance, flexible schedule (negotiated), professional development, and mileage/expense reimbursement when applicable.

Work Hours and Schedule: HNRI hours of business are Monday – Friday, 9:00am – 5:00pm. It is expected that employees will generally follow this schedule and be present at our Pawtucket, RI office. The employee may arrange a flexible work schedule that includes remote work with their immediate supervisor and approval from the Executive Director after an introductory period.

Office and Equipment: The Housing Network of Rhode Island is an open office with cubicles. The employee will be furnished with an individual cube, computer with Office Suite and monitor, telephone, and wireless printer access. The building has a gate-entry parking lot/street parking, accessible entrance with ramp, and an elevator. It is accessible by public transit on the [RIPTA R-Line](#). Use of any personal devices for business reasons must comply with company policy.