



Development Coordinator Position Description

Revised December 2025

About the Housing Network of Rhode Island (HNRI)

The Housing Network of Rhode Island (HNRI) was founded in 1992 as the state's association of nonprofit community development corporations. Collectively, HNRI's members have built thousands of affordable homes and initiated community revitalization projects that strengthen neighborhoods across Rhode Island. In 2017, HNRI launched the Housing Opportunities Initiative—now known as Homes RI—to build public will for affordable housing solutions statewide. As HNRI looks ahead, its new three-year strategic plan marks an evolution from a member service organization to a broader alliance focused on advancing affordable housing solutions through coalition building, increasing public support, and policy advocacy. HNRI believes that safe, high-quality, affordable housing is a basic human right and the foundation for well-being. Grounded in equity, collaboration, and people-centered solutions, HNRI works to ensure that all Rhode Islanders live in safe, healthy, and affordable homes in thriving communities.

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 affordable housing developers, service providers, and allied organizations across Rhode Island. The Development Coordinator will work cross-organizationally to steer, systematize, and ensure the smooth operation of organizational fundraising, development, communications, and events that elevate visibility. This is a full-time role requiring in-person engagement. Position is contingent upon available funding.

Responsibilities:

Organizational Fundraising Campaigns & Events – 30%

- Coordinate planning and execution of fundraising campaigns, events, and initiatives.
- Collaborate with organizational leadership and team members to identify opportunities, develop strategies, and produce collateral.
- Provide logistical support for organizational events.

Grants Management & Prospecting – 25%

- Systematize organizational grants process, including prospect research and reporting.
- Build and maintain a grants database tracking opportunities, funding, and reporting obligations.
- Support grant writing and reporting, including gathering required documentation and data.

Communications, Visibility, & Event Support – 25%

- Support the planning and execution of organizational events, with a focus on managing sponsor outreach, requests, fulfillment, and acknowledgements.
- Work with Communications Manager to develop event-related communications, including sponsor materials, event promotions, programs, signage, and post-event follow-up.
- Contribute to newsletters, digital communications, and impact reporting that highlight events, sponsors, and partner engagement.
- Provide communications and logistical support for events and other public-facing activities as needed.

Donor & Funder Stewardship – 20%

- Aid in cultivation and stewardship of donors and funders.
- Draft donor/funder communications, including solicitations and acknowledgments.
- Maintain donor/funder records.
- Develop strategies to cultivate new donors and supporters in partnership with the Executive Director and colleagues.
- Develop and maintain systems to track sponsorships, benefits, and deliverables in coordination with broader fundraising efforts.

Essential Knowledge, Skills, and Qualities:

- Demonstrated experience in nonprofit operations, fundraising, communications, project management, or a related field; three or more years preferred.
- At least two years of direct experience with fundraising, including grant writing, grants management, reporting, and donor stewardship.
- Strong writing and storytelling skills, with the ability to translate complex information into compelling materials for donors, members, and external audiences.
- Familiarity with affordable housing, community development, or related sectors preferred.
- Excellent relationship-building skills, experience supporting coalitions or membership-based organizations preferred.
- Strong organizational skills with exceptional attention to detail; ability to manage multiple priorities and deadlines in a fast-paced environment.
- Ability to work independently, exercise good judgment, and adapt to shifting needs and opportunities.
- Commitment to equity, inclusion, and people-centered approaches; cultural humility and sensitivity.
- Proficiency with Microsoft Office, virtual meeting and webinar platforms, and donor management or CRM software. Experience with communications platforms (e.g., Constant Contact), basic design tools (e.g., Canva), and/or project management tools (e.g., Trello, Slack) is a plus.
- Bachelor's degree preferred or equivalent relevant experience.

Compensation and Benefits: This is a full-time, 40-hour/week position. The salary range offered is \$60,000 – 65,000 annually. Benefits include 13 paid holidays, paid vacation, sick and personal time, health and dental insurance, insurance, flexible schedule (negotiated), professional development, and mileage/expense reimbursement when applicable. Position is contingent upon available funding.

Work Hours and Schedule: HNRI's standard business hours are Monday – Friday, 9:00am – 5:00pm. This position follows a hybrid work model, with employees expected to be on-site at our Warwick office three days per week. Adjustments to the hybrid schedule may be required occasionally based on events, meetings, or program needs.

Office and Equipment: HNRI maintains office space at 2181 Post Road in Warwick. Employees will be assigned a primary workspace which may be shared, and will be furnished with a computer with Office Suite, monitor, telephone, and wireless printing access. Use of any personal devices must comply with company policy. The building offers a parking lot and has both steps and ramp access. Located across from TF Green International Airport, the office is accessible by public transit (check [RIPTA](#) for available schedules).

To apply: Submit a brief cover letter and resume to Ms. Katie West at kwest@housingnetworkri.org with the job title in the subject line. Applications will be reviewed on a rolling basis until the position is filled with priority for applications submitted by January 9, 2026. We anticipate onboarding for this position to take place in winter 2026.