

Director of Philanthropy

Position Overview

CPAH is looking for a compassionate person who wants to join our efforts to help ensure that everyone has a place to call home. We are a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Director of Philanthropy is a new, full-time position that will create and execute a philanthropic vision to help grow the organization and expand CPAH's mission and reach. The Director of Philanthropy will develop and implement strategies to raise funds from individuals, corporations, foundations, and other sources. CPAH is deeply committed to equity and diversity and welcomes applications from underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

Key Responsibilities

- Develop, manage, and implement CPAH's fundraising strategy with emphasis on increasing revenue through corporations, foundations, and major gifts.
- Work closely with the Board of Directors to build relationships with donors and train the Board to make successful solicitations and open doors to prospective donors.
- Help coordinate and manage special events in collaboration with the Director of Community Relations.
- Establish fundraising goals and track progress towards achieving those goals.
- Sustain a philanthropic spirit among staff, board members, donors, and other stakeholders.

Essential Characteristics

- Bachelor's degree from an accredited university.
- A minimum of 5 years of relevant experience, including a record of cultivating and securing 5-6 figure gifts and grants.
- Ability to build relationships with diverse donors as part of a comprehensive fundraising plan.
- Experience in annual, major, and deferred giving from the discovery phase to stewardship.
- Experience in both development and management of fundraising programs, including donor solicitation strategy, communications, donor selection and appreciation, and special events.
- Strong interpersonal skills to relate to donors, volunteers, and colleagues. Ability to work well in a collaborative environment.
- Proven ability to successfully write grants.
- Must be self-motivated, results oriented, persistent, and able to set priorities and work on numerous projects simultaneously.
- Proficient computer skills and ability to manage fundraising database programs.
- Excellent oral and written communication skills.
- Demonstrate and support a culture of diversity, equity, and inclusion.
- Must possess a passion for CPAH's mission.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. Up to 2 days per week may be worked remotely. Competitive salary of \$85,000 - \$90,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

To Apply

Send resume and cover letter to ranthony@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.