



Job Title: Development Director
Department:
Reports to: President
Classification: Full-time, Exempt

About National Community Stabilization Trust (NCST):

NCST works to increase homeownership by expanding the supply of affordable, single-family homes to stabilize neighborhoods, build community wealth, and advance racial equity. Founded in 2008, NCST facilitates real estate transactions, advances policy advocacy and innovation, supports community-based practitioners, and maintains an extensive national network of mission-focused, single-family developers. NCST's REOMatch™ platform provides approved mission-driven buyers with an exclusive first look at distressed mortgaged property, providing them an edge over cash buyers. REOMatch™ has facilitated over 28,000 distressed property transfers across the country in a predictable, standardized, and streamlined way. Over 80 percent of these properties were rehabbed and sold to an owner occupant. NCST is expanding its commitment to affordable homeownership through new initiatives that meet the challenge of unprecedented supply constraints and increased calls for policy reform to support families and stabilize communities. This expanded commitment is reflected in NCST's growing staff, rising national profile, and measurable impact in the field of affordable homeownership.

Position Summary:

NCST is seeking a Development Director to lead its fundraising strategy, with a specific focus on expanding the organization's philanthropic and corporate funding streams. The Development Director will work directly with the President and the leadership team to grow revenue, expand the organization's development capabilities and systems, and serve as a thought leader with the President and Board of Managers. The Development Director will develop and execute strategies that secure NCST's sustainability and growth through philanthropic grants, program related investments, strategic partnerships, fee-for-service opportunities, and other fundraising initiatives.

The Development Director will ensure that donors are successfully cultivated and properly stewarded. The ideal candidate has demonstrated fundraising and/or sales and relationship management experience meeting significant revenue targets. They understand the inextricable links between fundraising, strategic communications, and external relations. They appreciate that their role goes beyond securing funding and is fundamentally about cultivating partnerships that magnify NCST's impact.

The ideal candidate is a self-motivated, confident, and experienced fundraiser and manager with exceptional organizational, written, and verbal communication skills. They also possess a highly developed ability to multitask, work independently, prioritize, meet deadlines, and achieve results in a growing team environment.

The Development Director must be available and willing to travel to events, meetings with donors, and staff events as needed. Preference is given to candidates in the Washington, DC area.

Specific duties:

- Work with the President to develop, plan, and implement a comprehensive annual fundraising, revenue generation, and partner engagement strategy in accord with NCST's operational, strategic, and revenue goals as outlined in NCST's Strategic Plan and annual budget.
- Research and write all grant applications and manage all funder identification, cultivation, solicitation, acquisition, renewal, and stewardship.
- Coordinate with NCST's strategic communications team to ensure alignment between fundraising efforts and communications across all platforms, engagements, and external relations.
- Develop a lead generation system, engagement plan, and funder database and perform all donor administrative functions, including generating reports to help with sophisticated donor solicitation and management.
- Advise and collaborate with the President, Board of Managers, and staff on current strategies, trends, obstacles, and opportunities in philanthropy, nonprofit revenue generation, and funder relations.
- Analyze donor data and giving trends to create and execute donor conversion, retention, and upgrade strategies.
- Create, revise, and coordinate the production of NCST fundraising materials, including the Annual Report and a periodic newsletter, as required. Lead the planning and execution of virtual and in-person fundraising events and projects relating to fundraising, including creating program content, scripts, visual presentations, and other materials as needed.
- Oversee regular audits of fundraising collateral to ensure the consistency, accuracy, and relevance of messaging.
- Work with the Board of Managers, under the direction of the President, to identify their role in contributing to NCST's fundraising strategy and to assist with their fundraising efforts.
- Write fundraising appeals and awareness articles for internal newsletters and outside trade publications. Work with communications staff to develop ads and graphics as needed.

Requirements:

The Development Director should be comfortable working independently and collaboratively within a small, close-knit team and thrive in a fast-paced, deadline-driven environment. They should be a great relationship-builder and a team player who is comfortable setting up systems and juggling multiple projects, creatively solving problems, and engaging constructively with NCST stakeholders. The position will report to the President and work closely with the entire NCST team.

Minimum Qualifications:

- Bachelor's degree.
- A minimum of 7 years of experience in a similar position or any equivalent combination of education and experience in fundraising/development that demonstrates the ability to perform the duties of the position.
- Knowledge and experience with philanthropy, affordable housing, and community development programs.

Preferred Qualifications:

- Graduate or professional degree.
- A minimum of 10 years of fundraising experience with individual giving, corporate giving, proposal writing, special events, and other resource development.
- Proven record of success in fundraising and developing philanthropic and corporate partnerships that exceed revenue targets. Experienced in annual giving, recurring monthly giving, major gift-giving, and sponsorship solicitation.
- Donor database experience, including complex querying, creation of mailing lists and reporting as well as daily maintenance.
- Proficiency with Microsoft Word and Excel & Google suite; knowledge of Adobe InDesign and Photoshop preferred.
- Well-connected in the non-profit world of fundraising and advocacy.
- Sense of humor and spirit of collaboration.

Compensation and Benefits:

Full-time, exempt position, salary commensurate with experience. Benefits for this position include an employer 401(k) contribution, excellent health insurance, life insurance long-and short-term disability, flexible spending and commuter accounts, and generous leave policies.

Expected Salary Range: \$120,000 - \$130,000

NCST is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, or medical condition.

We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals and members of the lesbian, gay, bisexual, and transgender communities.