Thanks for your interest in United Housing’s Development and Communications Manager. Please send your resume to Yvette White at ywhite@uhinc.org

Our mission: To provide quality housing opportunities for Mid-South residents through financial education, affordable loan products, home building and renovation, and creating innovative partnerships with public, private and nonprofit entities.

The Organization:

United Housing, Inc. (UHI) invites you to be part of a successful organization with bold ideas, with an eye towards the action needed to make change in our times.

UHI offers homebuyer education and financial literacy. Our home repair program helps low-income families and seniors with much needed repairs to make their home healthy and safe; we eliminate blight by renovating old homes and building new ones on vacant lots and innovating new loan products to stabilize rental property and build capacity for first time homebuyers, small and emerging developers, and landlords.

Over the last two years United Housing helped over 800 families find housing stability through homeownership. We helped over 400 families gain access to down payment and closing cost assistance – a major barrier to homeownership. We helped to improve over 60 homes to make them safer for older adults and for individuals with disabilities.
Position Mission:
The Development and Communications Manager plays a key role in ensuring UHI's success by identifying and pursuing fundraising opportunities to provide additional financial support through management of a diverse development and grants plan, while working to maximize UHI's presence in the community through a dynamic communications plan.

- Maintain a robust grant writing initiative including regular research of grant opportunities, submission of proposals, and funder communication and reporting to ensure achievement of annual equity capital goals.
- Communicate cross-departmentally during grant application process and throughout grant period to ensure all staff involved in grant-funded projects and programs stay informed on reporting requirements, fund amounts available, and other areas of how the grant may impact all players.
- Co-conceive and refine a multi-year marketing strategy, event planning, and develop appropriate annual goals and range of activities that reflect and support these strategies in partnership with contracted Public Relations firm and with the Communications coordinator.
- Work collaboratively with Communications coordinator and UHI program managers to develop fundraising events, and marketing plans for existing and new programs or projects, and to maintain the integrity of the UHI brand identity.
- Develop and manage allocation of marketing budget, currently $25,000 annually. This includes directing the preparation of key marketing, funder and investor communications, including: advertising, annual reports, presentations, events, program collateral, e-marketing and internal communications for UHI.
- Refine and implement a multi-year fundraising campaign and donation strategy around ongoing programs, including the Build Bold Fund.
- Oversee the selection and maintenance of vendor relationships including: public relations, graphic design, event vendors, photography, web designers, sponsor/donor relations, and others as needed.
- Work collaboratively with neighborhood and industry partners on housing policy and advocacy agenda.
- Oversee the UHI website and work cross-departmentally to ensure all information, resources, and changes on the website are available as needed.
- Works collaboratively with other internal departments including (but not limited to) Housing Counselors, Real Estate Sales, Real Estate Development and Lending to ensure best practices in service provided to customers.
Job Description

PRO Neighborhoods Grant Management:

- Set up monthly meeting with Partner Agencies in Community Development Financial Institution (CDFI) Network
- Familiarize yourself with MOU, and JP Morgan Chase PRO Neighborhood grant goals/metrics
- Become familiar with communications and evaluation needs of the CDFI Network

Expected Outcomes

- Ensure marketing strategy is successfully executed and goals are met.
- Ensure UHI department staff are empowered to spread the UHI message and brand.
- Ensure annual goals and new inquiry goals are achieved.

Competencies

- Customer service. Extremely responsive to internal and external customer requests
- Listening skills. Listens to understand others viewpoints. Anticipates partner or funder needs and offers innovative solutions.
- Communication skills. Able to clearly present issues – both orally and written.
- Flexibility and adaptability. Adjusts quickly to changing priorities and conditions. Copes effectively with complexity and change.
- Results Oriented. Prioritizes and aligns work of self and others with a results-oriented focus on achieving business goals and objectives.
- Decision-making. Ability to generate innovative ideas and be an active decision maker to solve problems and move projects ahead.
- Collaboration. Builds relationships and rapport throughout organization by inviting and participating in collaborative team building.
- Leadership. Engages, motivates, and influences others to achieve company and individual growth.
- Computer skills. Competence in Microsoft Excel, Word, outlook; Windows and other software applications as appropriate.
- Work independently. Ability to work independently with little or no supervision.
- High standards. Expect personal performance to be nothing short of the best.

Education and Experience:

- Bachelor degree in related field preferred
- 3+ years of experience in nonprofit management, marketing, housing, or related field
- Demonstrated management experience, including: strategic initiative development, team building, self-motivation and collaborative management practices