Position: Director, Development and Communications  
Status: Exempt/Fulltime  
Reports to: Executive Director, MDHI

Overview:
The Metro Denver Homeless Initiative (MDHI) is a private, nonprofit organization whose mission is to provide leadership in the development and coordination of regional strategies to prevent and end homelessness. The Metro Denver Continuum of Care (CoC) is a regional system that coordinates services and housing for people experiencing homelessness. The Metro Denver CoC includes prevention/diversion, street outreach, emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing. MDHI works closely with each county in the continuum (Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson) to build a homeless crisis response system that gets people back into housing as quickly as possible.

The Director, Development and Communications will be a strategic thought-partner, and report to the executive director (ED). As a member of MDHI’s senior leadership, they will be partnering on multiple initiatives as the development and communications expert. The successful candidate will be hands on, managing the following areas for MDHI: grants, donor relations and communications.

A new position in the organization, the Director will have the opportunity to build the development function. The initial focus will be on the expansion of MDHI’s grant submissions and the initiation of an individual and institutional giving program. These development functions will be combined with guiding the strategy for all communications, website, newsletter and public relations messages to consistently articulate MDHI’s mission. They will ensure that MDHI is viewed as the primary source, disseminator, and conduit of information within this diverse network and constituent base regarding solutions to homelessness within the Metro Denver region.

Job Responsibilities

Revenue expansion and diversification
- Expand revenue sources to increase MDHI’s resources and financial stability
- Formulate strategies to pursue government (i.e., Federal, state & local) and private (i.e., foundations & individuals) funding that supports the core mission and competencies of MDHI and aligns with the goal of building a high-performing system to end homelessness

Grants management
- Develop a coordinated regional grant strategy to increase grant funding available throughout Metro Denver for homeless services and programs
- Manage grants process for both government and private funding opportunities: prospecting, selecting, writing, submission and reporting
- Organize and implement the agency’s grants management process to meet funder regulations and grant performance goals
- Coordinate and manage the completion of the annual HUD Continuum of Care NOFA application
- Provide leadership and oversight for all technical submissions to HUD
• Ensure that grants awarded to MDHI are properly administered and maintained

**Fundraising**
• Develop and execute MDHI’s annual fundraising plan
• Conduct research, prospecting, and application to multiple donor sources
• Secure financial support from individuals, foundations and corporations
• Manage the implementation and maintenance of a donor/CRM platform
• Develop and maintain ongoing relationships with major donors
• Creating and executing a strategy for a sustained base of annual individual donors
• Oversee organization of special events
• Develop and track proposals and reports for all foundation and corporate fundraising

**Communications**
• Develop, implement, and evaluate the annual communications plan across the network’s discrete audiences in collaboration with the MDHI team and constituents
• Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
• Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
• Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and MDHI’s website
• Responsible for MDHI’s website administration and coordination
• Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
• Track and measure the level of engagement within the network over time
• Manage development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, and MDHI’s website
• Coordinate and organize annual meetings that engage the network’s discrete audiences
• Manage all media contacts

**Community Education**
• Engage and educate regional funders about MDHI and on what works to end homelessness
• Participate in events to educate volunteers, the faith community, and community partners about the needs of people experiencing homelessness in their own community
• Monitor and support legislative and legal actions at the Federal, state, county and city level which may impact people experiencing homelessness
• Provide technical assistance and support to increase community partners’ understanding and access to “match” funds, so that misperceptions and limited resources do not inhibit organizations participating in grant opportunities
• Manage the MDHI Funder Alignment Committee

**Other responsibilities:**
• Other duties as assigned

**Skills and Qualifications**
• BA (required), MA (a plus)
• Five-plus years experience in development and/or communications
- Exceptional written and verbal communications skills
- Successful track record of managing a grants program
- Successful track record in setting priorities; analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A flexible leader with the ability to wear multiple hats
- Commitment to the maintaining the personal values in service to MDHI’s mission: inclusive, collaborative, informed, innovative, and bold

MDHI offers a competitive salary and benefits package commensurate with experience.

Interested candidates should submit a cover letter and resume to: careers@mdhi.org.

The Metro Denver Homeless Initiative (MDHI) is a 501(c)(3) that serves as the Continuum-of Care for over 150 local agencies, faith-based organizations, and government programs in the seven-county metropolitan Denver community, and is committed to leading and advancing collaboration to end homelessness in the region. MDHI and its Board of Directors are committed to building and maintaining a diverse membership and leadership to better represent the communities we serve.