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Development & Communications Director

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The Island Housing Trust (Trust) is a non-profit community development corporation and community land trust whose mission is to create and sustain affordable housing solutions for low and moderate-income families and individuals on the Island of Martha's Vineyard. Founded in 2005, the Trust ground leases land and rents apartments to 60 working island families and individuals. The Trust's nationally recognized ground lease model helps ensure homeowners' success and their home's permanent affordability through ongoing support and stewardship services. For more information, go to:

www.ihmv.org

Position Description:

The Development & Communications Director is a full-time professional position. However, if an outstanding candidate requires a part-time position, the executive director may negotiate a reduced scope of responsibilities. Compensation is commensurate with experience. The position works in collaboration with the executive director and program manager, and the board of directors, and is supervised and evaluated by the executive director. On-going educational and professional development opportunities will be provided.

Specific Responsibilities:

Fund Development – shape, manage and drive the implementation of a successful fundraising strategy to support organizational and project development needs, including:

- Develop and implement cost-effective fund development program involving individuals, businesses and private foundations
- Develop and implement specific campaigns for tax-credits, planned giving, charitable trusts, endowments, and development projects
- Direct the production of annual fundraising events and appeals
- Develop calendars, plans, and marketing material for fundraising events and appeals
- Identify, cultivate, recruit, and organize fund development leaders and volunteers
- Establish recognition, acknowledgements, and incentives for donors and volunteers
- Utilize Salesforce workflow management system to plan, implement, and evaluate specific fund development programs and campaigns, and
- Assist in the development of grant proposals.

Communications - shape, manage and drive the implementation of an effective outreach and communication campaign to educate and cultivate community support, including:

- Develop and implement cost-effective marketing and outreach strategies to communicate with a range of constituencies through printed and electronic media
- Plan and organize campaigns that promote affordable housing as part of the economic and ecological sustainability of our island community
- Organize the community to promote policies that enhance the regulatory and funding environment for affordable housing and living wage jobs
- Inform and educate our homeowners and renters on financial education and counseling, home repair and maintenance, and asset-building programs
- Communicate and collaborate with a range of people and organizations, including the Portuguese speaking Brazilian community
- Identify and report on the impact of affordable housing, from individuals and families to our local economy, using outcome based measurements
- Create, write, edit and produce press releases, publications, videos, exhibits, and printed materials, including annual reports, and
- Update and maintain organization's website, on-line publications, and social media.

Skills and Qualifications:

- Demonstrate excellence in organizational, managerial, and communication skills
- Excellent written and verbal communications skills
- Ability to manage timelines and project budgets effectively
- Capacity to manage multiple projects simultaneously
- Excellent computer skills. Regular use of Word, Excel, WordPress, Photoshop and design/ layout software, and Salesforce database
- Experience with website and newsletter production and message development
- Interest in and commitment to affordable housing, sustainable economic development and healthy communities, and
- Ability to work well with diverse individuals and balance a variety of needs.

Experience:

- At least 3-5 years of communications/ publications and fund development experience, and
- College degree

To Apply:

Send email cover letter and resume to Philippe Jordi, Executive Director, at pjordi@ihtmv.org. Applications will be reviewed as received. Candidates selected for interview will be requested to provide references and a portfolio of writing samples and graphic designs. Position open until filled. Island Housing Trust is an equal opportunity employer.