
RESOURCE DEVELOPMENT MANAGER

Overview:

Frontier Housing's mission is providing affordable housing solutions to build better communities. Frontier has served northeastern Kentucky communities for over 45 years by developing & financing housing for homeowners and renters, and providing owner-occupied repair services. Frontier offers a supportive, fast-paced work environment, where we work together to build better communities. The Resource Development Manager will lead Frontier's efforts to gather the resources it needs in order to carry out its mission. This is a full-time, exempt position.

Reports to: President & CEO

Specific Duties & Responsibilities:

- In consultation with the CEO, develop and implement Frontier's resource development strategy including grant fund to support operations and programs, Frontier's capitalization plan (equity and debt for lending and project development), and capital campaign efforts;
- Develop and maintain relationships with key funders and donors;
- Prepare and submit funding proposals to a wide range of funders including foundations, corporate funders, state housing finance agencies, Federal Home Loan Banks, and federal agencies;
- Coordinate the strategic use of consultants to develop some funding proposals and capital campaign efforts;
- Manage Frontier's relationships with individual donors, including coordinating correspondence soliciting support and acknowledging gifts;
- Lead Frontier's fundraising efforts, including providing leadership to special fundraising events;
- Lead Frontier's reporting and compliance efforts with funders and other stakeholders;
- In coordination with the CEO, staff the Resource Development/Fundraising Committee of the Board of Directors;
- Perform other related duties as required.

Experience & Qualifications:

- Knowledge of state, federal and private loan and grant funding programs for affordable housing and community development, and a track record of success applying for funding;
- Experience making presentations to stakeholders, partners and potential funders;
- Excellent oral and written communication skills;
- Proficiency in Microsoft Office products including Outlook, Word, and Excel;
- Ability to work with a people from diverse backgrounds, including people of varying economic means;
- Eligible to be employed in the United States;
- The capacity to work independently, and perform on specific outcome goals;

Frontier Housing, Inc.

Job Description: Resource Development Manager



- Knowledge of, and an affinity for, central Appalachian communities;
- 3-5 years of experience in grant writing, capitalization, or related endeavors;
- Knowledge of, and an affinity for, Frontier's mission, and its vision for a better future for the communities it serves.

Preferred Experience & Qualifications:

- Experience developing and implementing affordable housing and community development programs;
- Experience developing and implementing diversity, equity and inclusion programs, and seeking funding to support these efforts;
- Existing relationships with foundations, corporates and other philanthropies which are prepared to support Frontier's work;
- The ability to speak Spanish.

Compensation Package: Competitive salary and benefits package based on experience, including health insurance, retirement plan, paid leave, a cell phone allowance, and access to training and continuing education opportunities.

Location: Frontier Housing office in Morehead, Kentucky, with the possibility of up to 90% of work being conducted remotely, depending on performance. The successful candidate must be available to work in the Morehead office at least 2-3 days/month.