



Development and Communications Associate Job Posting

SUMMARY

NHLP seeks a Development and Communications Associate to assist with the income generation and communications aspects of the organization including grant writing, grants management and reporting, donor solicitation and fundraising appeals, conferences and events, communicating with our network and partners, and marketing of our publications. This is a new position intended to facilitate professional growth and increasing levels of responsibility within the organization.

ABOUT NHLP

The National Housing Law Project's mission is to advance housing justice for poor people and communities. We achieve this by strengthening and enforcing the rights of tenants and low-income homeowners, increasing housing opportunities for underserved communities, and preserving and expanding the nation's supply of safe and affordable homes. NHLP works at the crossroads of housing and community development advocacy, legal services for the poor, and civil rights. Our work is grounded in the realities that shape poor people's housing choices. Housing security is an essential component of racial and civil equality and a critical foundation for education, health, employment, social engagement, and opportunity. We provide communities and their advocates with the tools they need to advance those rights. NHLP has offices in San Francisco and Washington DC.

The National Housing Law Project is committed to an environment of inclusion and equitable opportunity for members of the Housing Justice Network, our partner organizations, clients, staff, and board. We seek to hire individuals from diverse backgrounds, especially people with lived experiences impacted by housing insecurity and discrimination, or who have experienced the intersection of multiple systems of discrimination. We actively promote mutual respect, acceptance, appreciation and teamwork across all lines of difference.

RESPONSIBILITIES

This position includes both fundraising and communications work including:

- Support grant writing and grant cultivation;
- Track grant reporting requirements and take a lead role in drafting grant reports;
- Support creation and design of individual donor solicitations; manage production and distribution of donor appeals via multiple platforms including direct mail, email, and web-based fundraising;
- Conduct prospecting research on potential organizational and individual donors;
- Assist with the planning and execution of the Housing Justice Network conference and other special events sponsored by NHLP;
- Aid in the marketing of NHLP's signature publication *HUD Housing Programs: Tenants' Rights*;
- Assist in developing organizational communications and updating NHLP's website and social media.

REQUIREMENTS

- A commitment to the mission of the National Housing Law Project
- Strong writing and research skills
- Willingness to learn
- Organized, detail-oriented, high level of accuracy in the work product
- Hybrid work set-up: hours in office and working from home

Skills that are a plus: Knowledge of website development, data entry, Salesforce

SALARY AND BENEFITS

The salary for this position is \$50,000 to 60,000 per year, based on experience. NHLP provides fully paid health, dental, vision, and other insurance for its employees. NHLP also contributes 3% of salary to a 401(k) annually and provides four weeks of paid vacation.

APPLICATION INSTRUCTIONS

Applications should include the name of the position in the subject line. Please email the following to hr@nhlp.org :

- Cover letter that details your interest in the organization and how your skills relate to the job description;
- Resume;
- Three references that we may contact, contingent to a final offer.

The position was posted on March 28, 2022. This position will remain open until filled but an initial review of applications will occur starting on April 18, 2022.

CLASSIFICATION: Exempt
REPORTS TO: Communications Director
LOCATION: Washington, DC (preferred) or San Francisco