

**Overview:**

Join the work to end homelessness in Metro Denver! The Metro Denver Homeless Initiative (MDHI) is a non-profit organization with over 20 years of leadership in addressing homelessness in the seven-county region. The Development and Grants Coordinator is devoted to helping identify, secure, and manage resources to assist the region in strengthening its response to homelessness.

MDHI is an organization that values diversity and we encourage people from all backgrounds to join our team. As an employer we are committed to ensuring equity is applied to all employment policies, procedures, and decisions. This is consistent with the MDHI's goal of achieving and ensuring diversity in the workplace and equity within the Metro Denver Continuum of Care.

**Areas of Responsibility:**

- Seek and secure additional funding to support the region's response to homelessness via government funding sources, private philanthropy, and individual donors via grants or other development activities
- Document, organize, and manage the annual fundraising plan in collaboration with the Director of Communications and Development. Monitor and report effectiveness of all fundraising efforts.
- Create and implement print, online, and social giving campaigns including annual and holiday appeals, donor events, and/or special fundraising initiatives.
- Track and manage grant reporting requirements to ensure compliance
- Assist in the implementation of grants across teams
- Identify, implement, and maintain a donor management system for the organization
- Maintain donor relationships and broaden donor base of the organization
- Work across teams to identify gaps and seek funding to ultimately meet the needs of those experiencing homelessness
- Other duties as assigned

**Qualifications and Skills****Required:**

- Experience with nonprofit development planning and fundraising
- Proficiency in Salesforce or other donor management system
- Ability to work with diverse teams representing various disciplines and all levels of staff
- Understanding of systemic causes of homelessness through a JEDI (Justice, Equity, Diversity and Inclusion) lens
- Highly effective written and verbal communication skills.
- Ability to work independently, be result oriented, and manage multiple priorities

**Preferred**

- Experience with grant management in a homeless service setting
- Familiarity with federal funding guidelines

- Lived experience of homelessness
- Diverse candidates (BIPOC, etc.) encouraged to apply

**Benefits**

Salary range: \$55,000-\$60,000

MDHI offers an excellent benefit package, including:

- A highly-competitive salary that aligns with our philosophy of hiring the best and brightest in the region
- Employer paid medical, dental, and vision insurance at 100% for the employee with family plans available
- Generous paid time off and a culture that encourages a healthy work/life balance
- Life insurance
- A 403(b) retirement plan available from your hire date
- A flexible work environment, dedicated to ensuring your safety and security during COVID-19 and other health crises

***Interested candidates should submit a cover letter and resume to: [careers@mdhi.org](mailto: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.*