



Fundraising & Communications Manager

Community Housing Improvement Program (CHIP) has an opening for a Fundraising and Communications Manager to support our mission. The ideal candidate will be extremely organized and able to prioritize and manage multiple tasks on time and within budget. Applicants should have a proven record of accomplishment in attracting and sustaining public and private funding, some experience working with volunteers, and be an excellent communicator, well-versed in articulating the needs of marginalized communities for a variety of stakeholders.

ABOUT THE ORGANIZATION

CHIP is a nonprofit organization based in Chico, CA that provides healthy, sustainable, affordable housing, and services to qualified residents in seven North Valley counties: Butte, Colusa, Glenn, Shasta, Tehama, Yuba, and Sutter. CHIP has built almost 2,000 single-family homes and over 750 rental-housing units in their service area and is acknowledged as an innovator and leader in affordable housing issues in rural and urban areas.

CHIP assists low-income and rural disadvantaged residents, seniors, and others who lack financial resources or knowledge to improve or provide adequately for their housing via the following major services:

- Construction of mutual self-help (sweat equity) housing by securing the land, construction and permanent financing, and marketing to and qualifying borrowers
- Construction of rental housing communities by securing the land and construction and permanent financing
- Self-management of rental properties owned by CHIP or its subsidiary corporations
- Management of affordable housing properties owned by other entities
- Delivery of resident service programs focused on health, education, and community building by either CHIP, partner agencies, or volunteers

“Helping People Help Themselves” is CHIP’s motto.

ABOUT THE OPPORTUNITY

The Fundraising & Communications Manager, in collaboration with the President/CEO, is responsible for setting direction for the department, including its annual and longer-term fundraising goals and communication and public relations activities. This is an opportunity for a self-motivated, organized, creative individual who is up for a challenge in a fast-paced ever-changing environment. CHIP has a solid 45-year history and the benefit of stable leadership at all levels of the organization. Many of CHIP’s 58 employees attribute their reason for staying to its overall great work environment and belief in its mission.

**Community Housing
Improvement Program
August, 2019**



Job Responsibilities

Drive Fund Development, Sponsorships, and Annual Appeals (40%)

- Work with President/CEO, Leadership group, and Board of Directors to identify, secure and maintain the necessary financial resources from public and private sources, including making “the ask”.
- Develop a comprehensive multi-year development plan including corporate, government, major donors, and foundation support.
- Oversee planning, organization and execution of special events, and other donor and volunteer events.
- In collaboration with the President/CEO, design and help, implement donor development and stewardship plan.

Coordinate Grants and Contract Management (15%)

- Maintain and coordinate annual calendar of grant requests and reports, including all departments.
- Research development and timely preparation of grant proposals and reports, including those written by other departments.
- Collaborate with agency staff to obtain necessary data, information and materials for proposal content.
- Ensure compliance with funder requirements and requests, including media.

Communications and Public Relations (30%)

- Oversee the creation and implementation of an annual marketing and public relations plan.
- Develop communication strategies and manage the creation of content for collateral materials including the website, social media, newsletter, donor and promotional materials.
- Produce marketing and related promotional materials (e.g. annual reports, brochures, press and media releases, etc.), including targeted marketing for departments, programs, and properties.
- Maintain social media platform.
- Oversee all external messaging, ensuring consistent, branding and approve all agency collateral.
- Lead public relations strategy to increase visibility through media exposure and press release. Maintain strong relationships with media representatives.
- Promote CHIP brand and mission at external events as needed, providing credible and informed presence for CHIP in the community.
- Promote strong internal communications.

Department Administration, Oversight, Planning, and Evaluation (15%)

- Report regularly to the President/CEO and Board of Directors regarding progress toward goals.

**Community Housing
Improvement Program
August, 2019**



- Participate in CHIP Leadership Group meetings.
- Maintain database with donor and volunteer information.
- Recruit, oversee, and coach volunteers as needed to help meet responsibilities.

Qualifications

- Commitment to the broader mission of CHIP.
- Minimum 3 years in leadership role in development/sales and communications.
- A proven record of accomplishment in attracting and sustaining public and private funding.
- Strong interpersonal skills, including ability to work effectively in close partnership with a chief executive and board of directors.
- Exceptional communication skills, written and verbal.
- Bring vision, authenticity, and strategic thinking to their work.
- Ability to emotionally influence people through storytelling. Well-versed in articulating the needs of marginalized communities for a variety of stakeholders.
- Some experience working with volunteers.
- Strong problem solver.
- Proven success managing, mentoring, training, and retaining staff and/or consultants.
- Highly collaborative work style with the ability to foster a team approach to project/task completion within CHIP and with outside partners.
- Strong working knowledge of office and design computer software, web design, and, in particular, social media design and implementation.
- Knowledge of local funding sources
- Bachelor's degree or equivalent experience.

In addition, candidates will need:

- Familiarity with Giftworks or similar data management system.
- Work occasional nights and weekends, as needed. We offer flexibility to accommodate these obligations.
- Provide his/her own car, valid CA driver's license, and be insurable under the criteria established by CHIP general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.
- Pass a background check.
- Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

DEPARTMENT: Corporate
REPORTS TO: President/CEO
TYPE OF POSITION: Full Time, Exempt

SALARY: \$52,000 - \$62,000 DOE

BENEFITS: Medical Insurance (100% employer paid, including HSA accounts, as applicable), Group Life Insurance, 403(b) Retirement with match opportunities, Vacation Leave, Sick Leave, Personal Leave, Paid Holidays

**Community Housing
Improvement Program
August, 2019**



APPLY: Send cover letter and resume to HR@chiphousing.org
DEADLINE: Thursday September 26, 2019 at 4:30 pm.

PHYSICAL REQUIREMENTS

For physical requirements, working conditions and detailed description of duties, see attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available as necessary.

Employment with CHIP is at will for the employee and the employer.
CHIP is an equal opportunity employer.

Physical Demands and Working Conditions Assessment

| | |
|-----------------|---------------------|
| Position Title: | Office Staff |
| Date: | 6/17/2014 |

Activity Requirements (check as many as may apply)

| | | |
|---|-------------------|---|
| X | Standing | Standing is required for sustained periods of time. |
| X | Walking | Workers are required to move about on foot to accomplish tasks, particularly for long distances or to move from one work site to another. |
| | Balance | Workers are required to maintain balance when walking, standing or crouching, even on narrow, slippery or moving surfaces. Check only if the amount of balancing required could be considered excessive or out of the ordinary. |
| X | Climbing | Workers are required to go up and/or down stairs, ladders, scaffolding, poles, etc. using their feet/legs and/or hands/arms. Check only if the amount and kind of climbing required could be considered excessive or out of the ordinary. |
| X | Reaching | Requires workers to extend their hands/arms in any direction. |
| | Stooping | Workers are required to bend down and forward from the waist. Check only if a considerable amount of stooping occurs and if it requires full motion of the legs, feet and back muscles. |
| | Kneeling | Requires bending legs at the knee to come to a rest on knee(s). |
| X | Crouching | Requires bending the body downward and forward by bending the leg(s) and spine. |
| | Crawling | Workers are required to move about on hands/knees or hands/feet. |
| | Pulling | Requires using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion. |
| | Pushing | Requires using upper extremities to press against something with steady force in order to thrust forward, downward or outward. |
| | Lifting | Workers are required to raise or lower objects or move objects from place to place. Check only if considerable lifting is required and includes substantial use of upper arms/hands and back muscles. |
| X | Fingering | Requires picking up, pinching, twisting, typing or working primarily with fingers (as opposed to working with the whole hand). |
| X | Grasping | Workers are required to hold onto objects with their fingers/palms. |
| X | Talking | Requires workers to express themselves by speaking. Includes conveying detailed or important spoken instructions accurately, loudly, or quickly. |
| X | Hearing | Workers are required to distinguish sounds at normal levels (with or without correction) and be able to receive detail information orally, and to discriminate between sounds. |
| X | Repetitive Motion | Requires workers to move their wrists, hands, and/or fingers repetitively. |
| | Other | |

Physical Requirements (check only one)

| | | |
|---|----------------|---|
| X | Sedentary Work | Requires workers to expend up to 10 pounds of force occasionally and/or smaller amounts of force frequently. The force is used to lift, carry, pull or otherwise move objects. Jobs are considered sedentary if walking and standing are required only occasionally. |
| | Light Work | Requires workers to expend up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or smaller amounts of force frequently. NOTE: If the work requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. |
| | Medium Work | Requires workers to expend up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force routinely. |

Physical Demands and Working Conditions Assessment

| | |
|--|--|
| | Heavy Work Requires workers to expend up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force routinely. |
| | Very Heavy Work Requires workers to expend over 100 pounds of force from time to time and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force routinely. |
| | Other |
| Visual Requirements (check only one) | |
| X | Workers are required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects, operating machinery; using gauges and other measuring devices; and/or assembling parts with close eye contact. |
| | Workers are required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry, plumbing, painting, and repairing machinery. |
| | Workers are required to operate motor vehicles and/or heavy equipment such as forklifts, backhoes, and/or bulldozers. |
| | Workers are required to review/inspect their assigned work, the work of others, or facilities or structures. |
| | Other |
| Working Conditions (check as many as may apply) | |
| X | Workers are subjected to inside environmental temperature changes. |
| | Workers are subjected to outside environmental factors with no structural protection from the weather. |
| | Workers are subjected to both inside and outside environments. |
| | Workers are subjected to extreme temperatures that are typically below 32 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity. |
| | Workers are subjected to extreme temperatures that are typically above 100 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity. |
| | Workers are subjected to excessive noise including enough noise to cause workers to shout in order to be heard above the ambient noise level. |
| | Workers are subjected to vibrations and/or oscillating movements of the hands/arms, legs/feet, or whole body. |
| | Workers are subjected to hazards such as: operation of and/or proximity to machinery with moving parts; moving vehicles; high voltage electricity; scaffolding/high places; and/or high heat or hazardous chemicals. |
| | Workers are subjected to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dust, mists, gases and/or poor ventilation. |
| | Workers are frequently in close quarters such as: crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. |
| | Workers are required to function in narrow aisles or passageways. |
| X | None. The worker is not substantially exposed to adverse environmental conditions (normally engages in typical office or administrative work). |
| | Other |
| Approvals | |
| Supervisor: | |
| Program Director: | |
| H.R. Staff | |