

Communications & Grants Specialist One Roof Community Housing

Department: Admin Reports to: Strategy & Policy Director
Weekly Hours: 32 - 40 Exempt/Non-exempt: Non-exempt
Date Reviewed: May 2024
By: Director Team

Position Overview: Reporting to the Strategy & Policy Director and working closely with the Executive Director and other Director staff, the Communications & Grants Specialist is the lead staff person responsible for helping draft and implement external communications to expand community awareness and increase revenues for One Roof.

Principal Duties and Responsibilities

Grant Writing:

- Assist in drafting program and operating grant proposals by writing, proofreading, and maintaining common organization information, language, and statistics.
- Identify and research grant opportunities to increase One Roof's capacity to meet housing needs in communities it serves.
- Efficiently and accurately record grant proposal information into database so that Program Directors and Finance Department are well positioned to complete grant reporting. This position leads grant writing and grant reporting efforts for the organization.

Member & Community Partner Communications:

- Work closely with Director Team on strategic communications to expand the awareness of One Roof's community impact, including appeal letters, annual report content, point of view pieces for local and state publications, etc.
- Solicit corporate sponsorships by drafting letters, email correspondence, and maintaining communications with sponsorship partners.
- Lead member/donor development efforts, including:
 - Draft and publish appeal letters and other external communications.
 - Oversee maintenance of member/donor database and mailing lists for external publications.
 - Coordinate membership/donor renewal and online giving portals.
 - Coordinate membership benefits program.

Media & Brand Stewardship:

- Coordinate media for One Roof events and program activities, including drafting press releases, prepared remarks, and interview talking points.
- Manage brand continuity across social media, written and presentation materials as well as letters

Other duties as needed or required.

Supervision Received:

The Strategy & Policy Director supervises this position and supervision is regular.

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Supervision Exercised:

None.

Qualifications & Skills:

The Communications & Grants Specialist will be a motivated, self-directed individual, interested in challenging work, and committed to making a positive difference in the community.

Bachelor's degree or equivalent experience required.

REQUIRED:

- Excellent writing and editing skills to prepare a wide variety of communications content.
- Strong analytical skills to develop thoughtful, impact-oriented communications with a firm grasp of audiences and messaging needs.
- Superior record keeping and organizational skills.
- Ability to appropriately handle confidential and sensitive information.
- Flexibility and ability to work on multiple projects.
- Excellent interpersonal and relationship building skills.
- Ability to work effectively as part of a team.
- Ability to use considerable judgment, initiative, and independence.
- Mission-Oriented: Committed to our mission of enriching lives and communities one home at a time and our vision of communities where everyone has access to sustainable and affordable housing.
- Commitment to Equity and Inclusion: A proven commitment to social justice.

PREFERRED:

- Experience with nonprofit fundraising and grant writing.
- Knowledge of affordable housing industry.
- Experience with social media content creation
- Cultural Responsiveness and Experience with Underserved Communities: Experience working with underserved communities including low-income families and/or individuals. Cultural self-awareness and a demonstrated ability to work across cultural differences with empathy and sensitivity.

Travel may be required for occasional training opportunities but is not a regular requirement for this position.

Occasional evening and weekend work required for board and committee meetings and events.