

Community Reinvestment Fund, USA (CRF), is a national non-profit, and Community Development Financial Institution (CDFI). CRF provides innovative financial solutions, directly and through partners, that empower people to improve lives and strengthen communities. A growing, entrepreneurial organization, CRF is always looking for new ways to collaborate with others to address the challenges and needs of those we serve.

CRF offers a diversified set of innovative products and services, designed to fill gaps in access to capital and build the capacity and capabilities of others. Since 1988, CRF has injected more than \$2 billion into communities across the country to help stimulate job creation and economic development, create and preserve affordable housing and support community facilities.

If you are a seasoned development professional who thinks strategically, thrives in a fast-paced environment, and has a track record of successfully driving projects with multiple stakeholders, contact us today.

Director of Foundation and Corporate Development

You hold yourself to high personal and professional standards with a reputation for excellence. You have equal parts of humor, patience and drive along with an abundance of common sense and good judgment. We are seeking a Director of Foundation and Corporate Development who will be responsible for developing private, corporate and public sector funding opportunities in support of CRF's key programs and objectives. This position will be responsible of solicitation, cultivating and closing charitable grants and investments as well as continued stewardship of current and prospective corporate and foundation funders and investors.

Responsibilities:

Fundraising:

- Conduct funder research and reviews, identify potential growth opportunities and determine most effective use of time and resources.
- Develop formal plans and strategies for top funders and establish measurable goals and objectives to meet organizational goals.
- Provide high level, quality funder customer service by maintaining a positive and proactive relationship to all assigned funders.
- Maintain year-round relationships with funders for additional new business opportunities beyond of existing grant relationships.
- Work with CRF staff to identify and analyze prospective sources of funding including, but not limited to, corporate and private foundations, State and Federal funding sources.
- Maintain grant prospects, research, final reports and communication in CRM database and corporate portal.
- Develop grant strategy, write (in partnership with Grant writer) grant proposals, submit grants via corporate, foundation, and government submission systems.
- Complete all necessary research and compile all required pieces for grant submission and ensure all stated time, format and design guidelines are met.

Reporting, Compliance, and Administration:

- Coordinate closely with Finance and Grants Administrator to prepare comprehensive budgets for proposals and timely, accurate financial reporting.
- Create and maintain a consistent approach and content for developing future grant proposals.
- Assist in developing methods for ensuring compliance with grant requirements and evaluation of program outcomes.
- Collaborate with members of Finance and Development teams to collect information for milestone reporting and to write and submit quarterly and annual progress reports to funders.

Customer (internal and external):

- Communicate effectively, consistently, and professionally.
- Listen to understand.
- Empathize with the customer and set realistic expectations.
- Acknowledge and anticipate customer's needs.
- Respond respectfully and deliver timely results.

Qualifications:

- Bachelor's degree in Business, Economics, Finance or related field.
- A minimum of 7 years of grant solicitation or related sales experience
- Knowledge of community development finance or related program development.
- Ability to travel as much as 50% of available work time
- Proficient with the Internet and Microsoft Office, Excel, Word, and CRM.

Benefits:

CRF offers a competitive salary, along with a bonus potential and a full range of comprehensive benefits, including medical, dental and a 403(b) tax deferred employee savings plan.

If you are interested in growing professionally within an innovative, highly respected organization, we invite you to contribute your skills to CRF's growth, stability and profitability.

To Apply:

To respond to this opportunity, please send your resume and cover letter to:

humanresources@crfusa.com

EOE, M/F/D/V