



Position Title: Part-time Grant Writer
Location: Main Office
Reports To: Director, Institutional Giving
Classification: Exempt
Hours: Part Time, 10-20 hrs/week, Monday - Friday, Evenings & some Weekends

Mission: At Affordable Homes & Communities (AHC), our mission is to build opportunity by creating quality homes with holistic resident services. We are a nonprofit affordable housing developer and service provider with a growing portfolio of fifty-four multifamily rental communities, providing over 8,300 homes in D.C., Maryland, and Virginia. We put our residents at the heart of all we do, and aim to drive change through innovation, genuine partnerships, and responsible investment.

Institutional Giving Goal: AHC has approved a new 5-year Strategic Plan that outlines the path forward to achieving AHC's vision: a world where all people share the same opportunities regardless of income, race, or other qualities; where housing is integral to a healthy, welcoming, and equitable society; and where affordable homes are available to all.

Key components of the 5-year strategic plan are to double AHC's portfolio to meet the need for affordable homes in the DC metro and Greater Baltimore regions and to provide holistic resident services in all our communities. Institutional donors such as private foundations, corporate foundations, government, community foundations, and more will be a key part of the resources needed to implement our strategic plan. The goal is to build strong and lasting relationships with institutional giving entities, build a fundraising strategy that diversifies AHC supporters, and create communications (proposals, reports, and other stewardship tools) that are donor-centric and compellingly describe AHC programs, mission, and needs to reach revenue goals and strengthen AHC's philanthropic culture.

Responsibilities: This is an exciting time to work in fundraising at AHC. We have ambitious philanthropic cultural and revenue goals so that we can achieve our mission and vision as updated and outlined in our new 5-year strategic plan. There is a great deal of space for collaboration with other colleagues, and the Grant Writer will have the opportunity to deepen their understanding of critical issues in fundraising, real estate development, resident services, and more. There is also a need to explore and communicate with new institutional donors and build up our outreach to new prospects.

The successful candidate must have excellent writing and communication skills and be collaborative, considerate, optimistic, and meticulous. They should be able to be flexible on priorities as new opportunities or deadlines arise. As a Grant Writer, they will need to take



initiative and be entrepreneurial, gathering data and information from other colleagues and from former proposals and reports. The ideal candidate has experience working in a fundraising capacity and at least 2-3 years of prior grant writing experience. This position reports to the Director of Institutional Giving.

Primary Duties: At times, the percentage of time the Grant Writer works in the primary responsibilities listed below may change, and the Grant Writer should be flexible to these changes.

1. Grant Writing & Supports* (80%)
 - Support and draft the proposal and report writing and editing process for a portfolio of institutional funders and prospects.
 - Understand donor requirements and their mission and objectives to draft successful proposals.
 - Create templates with proposal and report requirements.
 - Work with AHC staff outside of Community Relations to develop concepts/ideas for proposals, reports, and strategy.
 - Craft compelling materials for use in cultivating, stewardship, and soliciting institutional donors that convey mission and direction and address the programmatic interests of each funder.
 - Meet grant proposal and report deadlines.
 - Participate in helpful training on grant writing and budgeting, philanthropy, development/fundraising process, and more.
2. Development Management as assigned* (20%)
 - Prospect research.
 - Support tracking prospects given to us from other departments and teams.
 - Updating and entering data as needed in the CRM.
 - Using CRM to create gift reports, pledge reports, deadline reports, and more.
 - Participate in helpful trainings on grant writing and budgeting, philanthropy, development/fundraising process, and more.

Qualifications:

Required

- Bachelor's degree or equivalent relevant professional experience.
- Must have 3-5 years of institutional giving development experience, including wins from grant submissions.
- Prior experience with successful grant writing.
- Excellent writing skills with evidence of the ability to tailor communication to audiences and situations.
- Experience with Salesforce or another CRM database.



- Ongoing commitment and interest in affordable housing, social justice, direct services for community members, and/or other relevant issues that support communities and address socioeconomic inequities.
- Ability to work virtually.
- Ability to use Microsoft Teams, Zoom, and if needed, learn to use Teams, Zoom, and other communications tools.

Preferred or Ideal

- Experience in the social service, education, or youth nonprofit sector.

How to Apply:

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org.

Please include a cover letter when applying.

Learn more about AHC by visiting our website www.ahcinc.org.