



## **Position Announcement: Fund Development Associate, DHIC Raleigh, NC (Hybrid)**

### **Ask yourself**

Are you ready to advance DHIC's long-standing mission to provide affordable housing and promote community well-being across the Triangle region? Are you ready to help shape the future of DHIC's fundraising efforts? Do you thrive in a role that is both strategic and hands-on – managing donor engagement, grant support, data management, and team collaboration? If so, you may be the first Fund Development Associate at DHIC.

### **Why DHIC?**

At DHIC, we are dedicated to connecting people with safe, affordable, and desirable homes in the Triangle region of North Carolina. For 50 years, our mission has been to empower residents and strengthen neighborhoods through innovative housing solutions, homeownership education, and community-building initiatives.

DHIC has an excellent track record of executing its mission and is poised to diversify its revenue streams to deepen its impact. To successfully meet its laudable goals, DHIC is committed to effectively communicating with a variety of stakeholders (including residents, funders, governmental partners, and the real estate community) and broadening its revenue streams through multi-pronged resource development to support the mission and vision of the organization as it aligns with the strategic plan.

The DHIC impact and team has expanded as the result of community need and strategic direction. Now they are seeking their first Fund Development Associate to join their compassionate and dedicated team to help achieve their strategic vision.

### **What will you do as DHIC's first Fund Development Associate?**

DHIC is seeking an inaugural Fund Development Associate to support and grow our fundraising and advancement efforts. This is an exciting opportunity for a mission-driven, early-career fundraising professional to help build a comprehensive development program. The Fund Development Associate will play a key role in donor engagement, grant support, data management, and fundraising operations.

This role is ideal for someone with familiarity with fundraising CRM systems, experience working with external fundraising consultants and grant writers, and a passion for affordable housing and community development. This role reports to the Vice President of Impact and collaborates with external consultants.

## Key responsibilities include:

### Fundraising & Donor Engagement

- Assist in developing and executing fundraising campaigns, including annual appeals and special events.
- Manage donor acknowledgments, stewardship efforts, and engagement activities.
- Support relationship-building efforts with individual, corporate, and foundation donors.

### Grant & Proposal Support

- Work closely with external grant writers to support the preparation and submission of grant proposals and reports.
- Research funding opportunities and track grant application deadlines.
- Assist in gathering and organizing data needed for proposals and impact reporting.

### Data & Development Operations

- Manage and maintain donor and fundraising data, ensuring accuracy and best practices in CRM usage.
- Generate reports and track key fundraising metrics.
- Support gift processing, database segmentation, and donor recognition efforts.

### Communications & Events

- Assist with donor communications, including newsletters, appeals, and impact stories.
- Support planning and logistics for donor and fundraising events.
- Help create content and materials to support fundraising and donor engagement.

### Board & Committee Support

- Provide administrative and logistical support to the Board Fund Development Committee, including preparing materials, tracking action items, and assisting with donor outreach strategies.

## About DHIC?

### Our Mission

DHIC supports individuals, families, and seniors by providing homes and opportunities that promote the financial, physical, and mental well-being of people and communities.

### Our Vision

We envision a housing ecosystem that provides and promotes equity, generational wealth, health and wellness for the communities in which we work

Established in 1974, DHIC, Inc. is the Research Triangle area's leader in affordable housing development, maintaining an emphasis on innovation, quality, attractive design, and green features at our properties. DHIC has constructed, acquired and/or rehabilitated 3,727 affordable

rental units in 50 different locations in eight counties in North Carolina, and has built more than 350 new homes for first time homebuyers in Wake County. Together, these projects leveraged \$600 million in direct investment from both the private and public sectors.

In addition to numerous designs, community service, and management recognitions we have received, DHIC is consistently rated as an “Exemplary” member of the NeighborWorks® America national network of non-profit community developers. DHIC is also a member of the Housing Partnership Network.

**Want to know more?** Visit DHIC’s website at [dhic.org](https://dhic.org).

## **Key lived experiences, attributes, and skillsets sought in the Fund Development Associate**

- Passion for affordable housing, community development, and social impact.
- At least 2 years of experience in fundraising, development, advancement, or a related field.
- Experience using a fundraising CRM (preferably Bloomerang) for donor data reporting and management.
- Demonstrated understanding of using data to drive fundraising efforts
- Familiarity with working with external consultants and grant writers on fundraising strategies.
- Ability to build and sustain authentic relationships with diverse constituencies.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a team-oriented environment.
- Experience supporting a nonprofit board or fundraising committee
- A collaborative spirit, a learner’s mindset, and a “can-do” problem-solving approach
- Ability to travel to meet personally with potential donors in a variety of locations. Periodic site visits will be expected, as well as various off-site meetings.

## **Think you are the next DHIC Fund Development Associate?**

**To apply, click on the link to the [position] position profile at <https://jobs.armstrongmcguire.com/>.** You will see instructions for uploading your compelling cover letter, resume, and salary requirements. Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Review of candidates will begin in May 2025 and continue until the position is filled.

**Hybrid Remote Work Schedule:** This position is expected to maintain regular full-time hours of work. The expectation is that DHIC staff will work at least a portion of the workweek in the office

at the DHIC administrative office in downtown Raleigh, based on department schedules. Periodic site visits will be expected, as well as various off-site meetings.

Salary is commensurate with the requirements of the position and is in the \$50-60K range. Benefits include medical insurance and health reimbursement account, dental, vision, life, short and long-term disability insurance; employee assistance program, employee development opportunities, and 403(b) retirement plans; accrued vacation and sick time; and 13 paid holidays.

DHIC is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically under-represented based on race, ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religion to apply.

## About Armstrong McGuire

**Armstrong McGuire** is a national executive search, fundraising and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning.