



**Home Funders Collaborative**  
Position Description  
Home Funders Collaborative Director

**Position Overview:** The Home Funders Collaborative is a private donor/investor collaborative that was created in 2003 to address the unprecedented housing crisis in Massachusetts for homeless and other extremely low-income (ELI) families. Its results to date have been impressive and are described in the attached Home Funders' overview. Home Funders recently completed a strategic planning process, and its investors and donors are committed to reaching the initiative's original 10-year objectives. These goals include reaching Home Funders' own financing and production targets; increasing the amount of public and private resources devoted to the creation of housing for ELI families; drawing public attention and political will to the importance of housing as a permanent solution to family homelessness and other challenges facing ELI families; and sharing this highly effective and innovative model with other cities across the country. To achieve these goals, Home Funders is seeking a talented, energetic and committed individual to lead and be the public presence for Home Funders while also ensuring that the collaborative retains the deep engagement of its donors and investors.

**Responsibilities:**

External Relations and Public Education/Policy Work:

- Represents Home Funders in public and within the larger affordable housing production/finance community in order to engage other stakeholders in ways to increase the production and preservation of ELI housing
- Interacts with public and elected officials on Home Funders' behalf and coordinates Home Funders' efforts with those of advocacy organizations with similar goals and priorities
- Shares the Home Funders' model with national funders and other organizations in order to encourage the adoption of the model in other cities and states while also increasing resources for its activities within Massachusetts

Resource Development and Communications:

- Develops of an overall communications plan and oversees Home Funders' communications functions including an updated website, publication of a periodic online newsletter and creation of other documents as needed
- Oversees the execution of an overall fundraising plan so that Home Funders reaches and exceeds its original \$26 million goal
- Ensures that specific fundraising and related resource development tasks are completed in a timely manner and coordinates the engagement of current donors and investors in this work

Oversight of HF Operations:

- Coordinates all programmatic and certain administrative activities of Home Funders

- Works closely with Home Funders' officers in carrying out all initiative activities and responsibilities
- Facilitates the convening of Home Funders' investors, donors and intermediaries on a quarterly basis and as otherwise needed to address key priorities and needs and provides agendas and materials needed for these meetings
- Staffs the various Home Funders' committees or ensures that they are staffed by consultants
- Interacts with Home Funders' intermediaries to address issues that may arise and to monitor their periodic reporting
- Recommends and oversees the work of any consultants and contractors hired to help carry out the Collaborative's work

**Qualifications:**

Education, Skills and Experience:

- BA or BS degree required; master's degree preferred
- Experience coordinating, managing, developing or advancing collaborative funding initiatives or similar kinds of multi-party collaborative efforts
- Experience with and/or working knowledge of affordable housing, family homelessness and "housing first" initiatives
- Excellent facilitation and written and verbal communications skills
- Experience with resource development preferred
- Experience working with the public sector preferred
- Working knowledge of communications' strategies and methods also a plus

Personal Characteristics:

- A passion for addressing affordable housing needs and a high level of enthusiasm for accomplishing Home Funders' goals
- Ability to manage multiple tasks and activities in a timely and efficient manner
- Ability to make decisions about how to manage and organize one's own workload; a "self-starter"
- Participative and collaborative work style and ability to receive feedback; ability to work collaboratively with the Home Funders' governing board of donors/investors
- Mature interpersonal style and ability to interact well with a diverse range of individuals

Home Funders is seeking a part-time director but is open to considering hiring for this position on a full-time basis. As this is a new position, the initial hiring commitment will be for two years, with the potential for a third year of employment. Salary and benefits will be competitive and commensurate with experience. Additional information about Home Funders can be found at its website at [www.homefunders.org](http://www.homefunders.org).

**Interested individuals should submit a letter of interest and a resume by Friday, August 20, 2010, via email to Anne Healy, [ahealy@ppffound.org](mailto:ahealy@ppffound.org).**

If you have any questions about the position, please contact Beth Smith, Executive Director, The Hyams Foundation, Inc. at [esmith@hyamsfoundation.org](mailto:esmith@hyamsfoundation.org).

**The Home Funders Collaborative is an equal opportunity employer and is actively seeking a diverse candidate pool reflective of the communities its serves.  
[www.homefunders.org](http://www.homefunders.org)**