



## GRANTS AND COMMUNICATIONS MANAGER or DIRECTOR

Location: San Francisco

The California Housing Partnership is hiring a Grants and Communications Manager or Director to translate our affordable housing advocacy and research into compelling material that reaches and resonates with funders, policymakers, advocates, community leaders, and the media. Our ideal candidate is a team player with substantial communications and fundraising experience, strategic vision, and a demonstrated commitment to affordable housing and/or social justice for low-income Californians. This is a full-time position based in our San Francisco office.

The Grants and Communications Manager or Director will report to the Director of Operations and work closely with the CEO and Policy Team as follows:

### **Communications and Content Development (75%):**

- Develop inspiring messages describing the Partnership's work.
- Lead the creation of press releases, social media posts, and infographics.
- Assist in the development of presentations, blog posts and other communications materials including regularly editing and publish newsletters, blogs and technical reports authored by various staff.
- Develop, manage, and implement the Partnership's digital communications program including newsletters, website and all social media platforms (currently Twitter, Facebook, and LinkedIn).
- Develop and report on performance metrics for all communication platforms and provide and implement recommendations for improving the Partnership's reach and impact.
- Write and distribute press releases and coordinate media interviews for the CEO.
- Create marketing materials to promote the Partnership's training and technical assistance services.
- Maintain the Partnership's website.
- Develop and maintain the Partnership's Communication Style Guide and ensure that all staff writing external publications are fully versed.
- Manage Communications Calendar to ensure consistent flow of content across channels.
- Coordinate with graphic designers as needed.

### **Grants Management and Fundraising (25%):**

- Maintain the Partnership's grant application and reporting schedule.
- Write and submit grant funding proposals and reports.
- Research new funding opportunities and assist the CEO in building relationships with new and existing funders.
- Provide support in promoting and planning company-sponsored events.
- Other duties as assigned.

#### **SAN FRANCISCO**

369 Pine Street  
Suite 300  
San Francisco, CA 94104  
Tel: (415) 433-6804  
Fax: (415) 433-6805

#### **LOS ANGELES**

600 Wilshire Blvd.  
Suite 890  
Los Angeles, CA 90017  
Tel: (213) 892-8775  
Fax: (213) 892-8776

#### **SACRAMENTO REGION**

3329 Grimshaw Way  
Elk Grove, CA 95758  
Tel: (916) 683-1180  
Fax: (916) 682-1194

#### **SAN DIEGO**

4231 Balboa Avenue  
Suite 1018  
San Diego, CA 92117  
Tel: (858) 617-0579

#### **SANTA BARBARA**

126 East Haley St.  
Suite A17  
Santa Barbara, CA 93101  
Tel: (805) 914-5401

## **Skills and Qualifications**

*A strong candidate will match at least 75% of the items listed below:*

- Excellent writer and editor with proven ability to translate complex ideas into clear and compelling messages for policymakers, funders and the media.
- A minimum of three years' professional experience for a Manager, and a minimum of five years' experience for a Director in corporate communications.
- A minimum of two years' experience in corporate grants and fundraising preferred.
- Design skills, including photo editing, layout, and infographic design (Adobe Illustrator and InDesign).
- Ability to work with a high degree of independence and autonomy as part of a collaborative, team-oriented office.
- Strong organizational skills including ability to juggle multiple projects, prioritize, and meet prescribed deadlines.
- Proficiency with Microsoft Office, Mac OS, Wordpress, Google Analytics, and Salesforce.
- Commitment to racial and economic diversity, social justice, and affordable housing for all.
- Able and willing to travel occasionally within California.

**Compensation:** Salary for the position is based on experience, and compensation includes a competitive package of benefits including health, dental, vision, chiropractic/acupuncture, transit subsidy, and 403 (b) retirement plan.

**Diversity and Equal Opportunity Employer Statement:** The California Housing Partnership is an equal opportunity employer where diversity is considered an asset and centered in the work we do. We strongly encourage individuals of marginalized communities to apply. These groups include, but are not limited to, people of various: races, genders, sexualities, abilities, and socioeconomic status.

**Application Instructions:** Applicants should email a resumé, a cover letter describing the applicant's direct experience and skills that match this position's requirements, and up to three writing samples to [cmaxwell@chpc.net](mailto:cmaxwell@chpc.net) with the subject line: Grants & Communications Manager.

Writing samples may include social media/email examples, blog posts or guest columns, fact sheets or collateral, or other items that demonstrate the skills and abilities required in this position.