

Position Description
Neighborhood Housing Services of Chicago, Inc.
Development Director

Neighborhood Housing Services of Chicago, Inc. (NHS), a Community Development Financial Institution (CDFI) and nationally-recognized nonprofit leader in housing, lending and development is seeking a Director of Development as a critical member of its senior management team. This position has primary responsibility for developing, leading and managing NHS's fundraising, communications, public relations and events functions with a staff of four.

In partnership with community residents, financial institutions, government, insurance companies and businesses, NHS has been highly effective in strengthening low- and moderate-income neighborhoods through lending, redevelopment, counseling and education. As a result, we deliver integrated product solutions geared toward the revitalization of Chicago's neighborhoods. We accomplish this in conjunction with two affiliated nonprofit organizations: Neighborhood Lending Services, Inc. (NLS), an Illinois Residential Mortgage Licensee since 1987, and NHS Redevelopment Corporations (NHSRC), a development corporation that operates, primarily, in NHS's neighborhoods.

NHS, founded in 1975, is a leading member of the National *NeighborWorks* Network out of approximately 220 members. As of its 2005 audit, NHS, NLS and NHSRC held total assets of \$41 million, earned income of \$13 million, net assets of \$11 million, and support revenue of \$6 million. Since its inception NHS has loaned over \$334 million and leveraged investment of more than \$1 billion while serving over 152,000 clients. See further information at www.nhschicago.org.

The Director of Development will serve as the principal strategist for developing and implementing creative methods for supporting NHS through increased philanthropy and promoting a strong public image. It is expected that the Director of Development will demonstrate a keen understanding of the products and services of NHS so that he/she can build upon existing stakeholder relationships while building new ones, and ensure that the NHS message reaches the audiences that will support our work and mission. The selected professional will be an excellent multi-tasker, strong communicator and collaborator who brings a diverse range of experience in volunteer interaction, donor cultivation, communications, creative database utilization, and oversight of events.

The ideal candidate will be highly organized and demonstrate a progressive track record of planning and implementing successful fundraising and public relations programs, effectively managing internal and external communications activities and strategic leadership. The position requires 7-10 years experience in related areas with commensurate educational background. Working knowledge of Microsoft Office and Raiser's Edge are essential. Interested candidates should send a resume, cover letter (that includes why they are interested and how they are qualified), salary history and salary requirements to nhsdd@transitionguides.com or TransitionGuides c/o Cheers & Associates, Inc., 542 South Dearborn Street, Suite 660, Chicago, IL 60605. **Email applications are preferred, no phone calls to NHS or TransitionGuides, please.**