



<b>Job Title:</b>	Assistant Director	<b>Job Category:</b>	Exempt
<b>Location:</b>	Louisville, KY	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$43,000 - \$45,000	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Tony Curtis	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	

<b>External Posting URL:</b>	
<b>Internal Posting URL:</b>	N/A

#### Applications Accepted By:

**Email:** [info@metropolitanhousing.org](mailto:info@metropolitanhousing.org)  
**Subject Line:** MHC Assistant Director Application  
**Required Materials:** Cover Letter, Resume, and References

#### Job Description

The assistant director is responsible for implementing the development plan of the Metropolitan Housing Coalition (MHC) with the MHC Development Committee, including identifying contract and funding opportunities, grants management, event & program logistics, implementing the annual fund program, donor-member communications, and donor database management. The assistant director role also represents MHC at community events, assists in preparing public presentations and reports, manages communications and social media strategies, and supervises MHC's VISTA members. The assistant director reports directly to the Executive Director.

MHC is a 501(c)3 comprised of over 300 individual and organizational donor-members and is the Louisville metropolitan region's premiere housing advocacy organization. MHC promotes the expansion of fair, accessible, and affordable housing opportunities across the Louisville community, especially for disadvantaged populations including low- and moderate-income households, communities of color, single female-headed households, LGBTQ persons, older adults, and people with disabilities.

#### ROLE AND RESPONSIBILITIES

Effectively implement the organizational development plan in conjunction with the Development Committee and the Executive Director.

- Manage all aspects of grant management for the organization, including identifying opportunities, writing grants, and reporting.
- Implement a successful Annual Fund campaign and report on annual goals to the Development Committee and lead communication efforts to donor-members.
- Lead the MHC Development Committee with the chair of the committee.
- Actively identify contract opportunities.

- Manage all aspects of event and program development and logistics, including the MHC Annual Meeting.
- Responsible for donor database and technology management. (EveryAction)
- As needed, update the development manual to accurately represent organizational policies and procedures and align with donor management system.
- Participates in creating annual budget.

**Boldly lead MHC communication efforts.**

- Represent MHC and the executive director at community events and programs, filling in for the executive director when not available.
- Assist in preparing presentations for speaking engagements and lead presentations when the executive director is not available.
- Manage social media strategy and calendar.
- Create and target digital advocacy tools to supplement housing advocacy and education efforts.
- Create and disseminate monthly eNewsletter and regular eBlast communications.
- Creates and distributes press releases and responds to media inquires in conjunction with the Executive Director.
- Collaborates on graphic design and creation of mailings.

**Proactively scout for issues and trends affecting fair, accessible, and affordable housing.**

- Follow local, state, and federal issues.
- Attend webinars, trainings, and meetings.
- Participate in the research and publication of the annual State of Metropolitan Housing Report.

**Supervise MHC's VISTA member, volunteers, and interns.**

**Office Management Tasks**

- Preparing accounts payable and receivable for accountant
- Preparing meeting minutes for MHC board meetings and other meetings, as needed
- Preparing mailings for the organization
- Keeping office files organized for bookkeeper and annual audit.

**Performs other duties as required.**

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree or equivalent professional certifications plus a minimum of five (5) years of progressively professional experience in leadership positions in the nonprofit sector.
- Knowledge of federal, state and local fair and affordable housing policies.
- Experience working in a coalition structured organization.
- Experience and demonstrated ability in creating and implementing a development plan drawing on diverse revenue sources.
- Experience and demonstrated ability managing and building a donor-member program.
- Successful grant writing experience and all aspects of grant management.
- Demonstrated strength in communicating effectively, both in writing and orally.
- Passion for social, housing, and racial justice work.

- Experience with donor management platforms (eTapestry, EveryAction, etc.), Google Workspace, Canva, and Microsoft Office.

#### **PREFERRED EXPERIENCE AND SKILLS**

- Established relationships with funders and policy makers in the Louisville metropolitan region
- A working knowledge of its housing market and fair & affordable issues.
- A relevant graduate degree.
- Competencies in the following areas:
  - Advocacy: Formulate and publicly articulate a message.
  - Intellectual curiosity: Ask probing questions to identify foundational ideas.
  - Emotional intelligence: Demonstrate self-awareness, self-regulation, and empathy.
  - Fundraising: Formulate goals and a program to achieve them.
  - Social justice: Actively shape public discussion and act on critical issues including community organizing.
  - Diplomacy: Balance multiple commitments as is typical of coalition leaders.
  - Nurturing outlook: Actively develop and facilitate mission-driven organizational relationships.

#### **ADDITIONAL NOTES**

Metropolitan Housing Coalition provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Metropolitan Housing Coalition values inclusion and diversity, and knows that access to fair, safe housing in communities of choice is essential to a vital and healthy community. As a reflection of that commitment, we seek a diverse applicant pool for this position.