



Project Manager

Position Description

ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) is a national nonprofit engaged in affordable housing policy advocacy and innovation, lending, real estate development and energy solutions. Our mission is to produce, protect and preserve affordable multifamily homes that allow families to thrive. The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues. NHT has a staff of 30 across its four business lines – public policy, lending, real estate development, and energy solutions.

POSITION

The Project Manager will serve an integral role coordinating – both internally and externally – a variety of projects. Working with key NHT staff as well as consultants, the Project Manager will plan, develop and implement communications, fundraising, technology and other projects. The Project Manager will provide critical support across all NHT business lines and report to NHT's Chief Operating Officer.

RESPONSIBILITIES

General:

- Maintain a working knowledge of NHT policy and business activities.
- Work with NHT staff to develop, design, and implement projects, programs and initiatives, examples may include initiatives focused on implementation of a new customer relationship management (CRM) system, tracking and managing fundraising proposals, maintaining/updating NHT's website and social media accounts, organizing/maintaining NHT's digital images, etc.
- Develop approaches for managing projects and assignments, including preparing, monitoring, tracking and managing identifiable milestones and measurable progress.

Communications:

- Maintain consistent messaging strategy that is coordinated across NHT businesses.
- Maintain cohesive collateral materials that support the needs of NHT businesses including manage existing NHT communications assets: logos, templates, infographics, project portfolios, fact sheets, case studies etc. This may include working with outside consultants.
- Collaborate with NHT businesses to develop public facing content across major communications channels i.e. website, twitter, blogs, newsletters, etc.
- Support NHT's web presence.
- Track and report on social media and website metrics.

Fundraising:

- Assist in researching and evaluating potential funders.
- Coordinate grant proposals and reporting for existing grants.
- Track potential and upcoming proposals as well as contact with existing and potential funders.
- Communicate fundraising information to NHT businesses.
- Develop system to track both current and previous grant proposals/reports.



DOES THIS SOUND LIKE YOU?

This is a great opportunity for a highly motivated, mission-oriented individual. Other qualifications include:

- Strong computer aptitude, including high level of proficiency in Microsoft Office Suite.
- Detail-oriented, organized, entrepreneurial self-starter who relishes multitasking.
- Excellent verbal and written communications skills including the ability to write clear and concise business communications such as memos, reports, policies, and procedures.
- Exceptional interpersonal, planning and organization skills.
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment.
- Motivated, solution-oriented individual.
- Demonstrated aptitude for project management and learning new things.
- Experience with development, fundraising and/or marketing helpful.
- Proficiency in back-end website management (Drupal) helpful.
- Collaborative spirit and positive attitude (a good sense of humor is a plus).
- Bachelor's degree or equivalent experience in relevant field.

COMPENSATION

The annual salary for this position is \$55,000. NHT provides a comprehensive benefits package.

JOIN US

Submit resume and cover letter to hr@nhtinc.org. Please write "Project Manager Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.