COMMUNITY LODGINGS

Opening Doors to Independence

DEVELOPMENT DIRECTOR

About Community Lodgings

Community Lodgings is an Alexandria, Virginia nonprofit that helps families move from homelessness and instability toward independence and self-sufficiency. We do this through three core programs: Transitional Housing, Affordable Housing, and Youth Education. Together, these programs serve more than 275 people every day. We own and operate transitional and affordable housing units across Alexandria. Our clients are our neighbors. Learn more at communitylodgings.org.

We are in the midst of A HOME in Alexandria, a $60 million capital campaign to redevelop our Elbert Avenue property. The project will replace the 28 units that previously stood there with 91 new affordable units for extremely low-income families, more than tripling what the site once offered. We have raised 77% of our goal so far. Construction is underway through 2027, with a planned opening in 2028.

Position Summary

The Development Director is a frontline fundraiser who leads day-to-day development and communications activities for Community Lodgings. This is a hands-on role for someone who is comfortable being both the strategist and implementer, personally managing a portfolio of donors and prospects rather than just overseeing a program. You will partner with our contract Grant Writer and Communications staff to keep proposals, appeals, and donor communications moving, and you'll own the relationships, the events, and the systems that keep our fundraising running smoothly. This role reports to the Executive Director.

Key Responsibilities

Fundraising Strategy & Donor Relationships

- Develop and execute an annual fundraising plan covering individual, corporate, and foundation support, in partnership with the Executive Director and Board
- Manage a personal portfolio of individual and institutional donors and prospects, moving them through identification, cultivation, solicitation, and stewardship
- Help advance Community Lodgings' current capital campaign, alongside annual fundraising priorities
- Build and maintain relationships with current, former, and prospective supporters and community partners

Grants & Institutional Giving

- Partner with the Grant Writer to maintain a calendar and ensure proposals and reports go out on time

- Research new foundation, corporate, and government funding opportunities

Events

- Plan and manage Community Lodgings' major annual event plus several partner events, from concept through execution
- Use events as a relationship-building tool, not just a revenue source

Communications & Materials

- Work with Communications staff to align donor-facing messaging across appeals, newsletters, and social media
- Prepare donor cultivation and solicitation materials, adapting messaging for different audiences

Operations & Data

- Manage gift processing, acknowledgment letters, and donor database accuracy in DonorPerfect
- Track and report on fundraising progress against budget for the Executive Director and Board

Qualifications

- Bachelor's degree and 5+ years of nonprofit fundraising experience
- Generalist or small-shop experience is a plus, but candidates from larger development operations are encouraged to apply
- Demonstrated success personally managing a donor portfolio and closing individual gifts, not just overseeing a fundraising program
- Track record of raising funds from a mix of individual, corporate, and foundation sources; capital campaign experience preferred but not required
- Experience with donor cultivation, grant partnership, and event fundraising
- Comfortable managing multiple projects at once and shifting between big-picture strategy and hands-on execution
- Strong written and verbal communication skills
- Strong interpersonal, administrative, and management skills
- Familiar with donor tracking systems
- Knowledge of and connections within the DMV nonprofit and philanthropic community a plus

Application Details

This is a full-time, exempt position requiring flexibility to work some evenings and weekends for events. Salary range is $85,000,000-$105,000, commensurate with experience, and includes a competitive benefits package.

Please send a resume, cover letter, and salary requirements to hr@community-lodgings.org. We will not consider applications without a cover letter. In your cover letter, please address:

- Why you're a good fit for this role
- Your greatest fundraising achievement
- What appeals to you about working at Community Lodgings

Community Lodgings is an Equal Opportunity Employer.