



Healthy Neighborhoods Inc.  
Communication and Grantwriting Administrator  
Position Description  
Posted: September 29, 2023  
Please Respond By: October 20, 2023

## Overview

The Communications and Grantwriting Administrator works closely with President and team to lead grantwriting activities and to design and lead implementation of a re-branding and updating for Healthy Neighborhoods Inc.

### Foundations and Corporate Donors

- Establishing and maintaining relationships with foundations, banks and other corporations, and other philanthropic organizations.
- Production, submission and tracking of grant requests.
- Support grant reporting requirements.
- Coordination with project management staff to support launching and tracking of project implementation activities.
- Researching new private fundraising opportunities including direct outreach to potential donors.
- Creation and maintenance of funder calendar including all pertinent submission and reporting deadlines. Maintaining donor database.

### Branding and Communications

- Work closely with HNI President/CEO and staff to design and lead implementation of a re-branding and updating for Healthy Neighborhoods Inc. This is anticipated to include both messaging and design aspects.
- Put the brand into motion with social and traditional media campaigns, website updates and other promotional activities.
- Support HNI events including Annual Event, trainings for neighborhoods partners, Live Baltimore "Trolley Tour", and others.
- Coordinate with update and maintain materials for grant submissions, presentations, and program use.

Administrative support functions such as managing State, federal charitable registration requirements.

## Healthy Neighborhoods

Healthy Neighborhoods Inc a 501(c)3 nonprofit organization that helps strong but undervalued neighborhoods increase home values, market their communities, create high standards for property improvement and forge strong connections among neighbors. Using its capacity to attract and invest public and private capital, HNI collaborates with sixteen selected areas, and neighborhood-based organizations in Baltimore City with a specific focus on Black working- and middle-class communities. Founded in 2004, HNI has assisted over 600 homeowners with below-market mortgages, supported the

rehabilitation of over 200 vacant houses, provided energy-savings upgrades to over 150 nonprofit facilities, and brought over \$100M in thoughtful investment to Baltimore City neighborhoods.

HNI is both a durable Baltimore City community development institution with twenty years of success, and, coming out of COVID, an organization with a startup mindset, looking to staff up with innovative, entrepreneurial, high-energy problem solvers.

### Position Requirements

Branding and social media expertise required. Design skills and sensibility, presentation development skills, and professional-level knowledge and skill with social media platforms required.

Three plus years of related professional successful grantwriting/fundraising, and communications/branding experience including work with nonprofit or small-scale organizations; governmental, private foundations or other donors, is strongly preferred.

Project management experience and skills needed. Ability to manage over-lapping timelines and coordinate among multiple collaborators a must.

Experience with administrative functions such as budgeting and accounting, Board management, operational issues, human resources, encouraged.

Interest in, existing knowledge of, or a strong willingness to learn about community development, housing, and Baltimore City neighborhoods beneficial.

Creativity, resourcefulness, flexibility, and a strong team ethic are required. Ability to build relationships and communicate effectively with people from a wide range of backgrounds.

Bachelor's degree required.

### Position Details and Logistics

*Location:* HNI Offices located at 11 East Mount Royal Avenue Baltimore City. HNI is four days on site, one day work from home. Position may require occasional on-site and community-based work.

*Reporting:* Reports to President/ CEO; Position does not supervise other personnel.

*Hours:* 35 Hours per week. 9am to 5pm with half hour break. Position may require occasional after-hours or weekend community meetings or other events for which Comp Time is available.

*Salary and Benefits:* Proposed \$45,000 to \$65,000 per year or depending on experience. Good benefits: 20 days paid time off plus holidays; medical, dental, and retirement savings options.

### Application Process

Please provide resume, cover letter indicating capability to fulfill position requirements, and contact information by October 20, 2023 to [hni@healthyneighborhoods.org](mailto:hni@healthyneighborhoods.org).

*HNI is an equal opportunity employer and coordinates job postings and hiring with the Baltimore City Mayor's Office of Employment Development to ensure City residents have an equal opportunity to apply for positions. We are building a team. Come join us.*