



**Metro Industrial Areas Foundation**  
C/o WIN, 1226 Vermont Avenue, NW  
Washington, DC 20005

## **Job Opening**

### **Fundraising/Communications Associate**

[Metro Industrial Areas Foundation](#) (Metro IAF) seeks a fundraising/communications associate to help 1) develop and implement a start-up fundraising program (foundation grants, wealthy individual donors, etc) and 2) capitalize a \$30 million social investment fund to finance affordable housing and neighborhood revitalization projects sponsored by broad-based citizens' organizations affiliated with Metro IAF.

**Responsibilities:** The Fundraising/Communications Associate will staff a small team of Metro Industrial Areas Foundation leaders and organizers that will include the following work:

- Identify & prepare investment proposals for foundation, religious institution, financial institution, and wealthy individual investors for a \$30 million Affordable Housing & Neighborhood Revitalization Fund;
- Conduct Foundation research, proposal & report writing for grants;
- Research and identify potential wealthy Individual Donors;
- Schedule meetings for Metro IAF leaders & organizers with potential investors/grantors/donors;
- Manage Communications (social media, on-line publications) and website development.

**Qualifications:** Successful candidates can come from varied backgrounds and experiences but must have a drive to raise money, relate well to a wide variety of people, work independently, write exceptionally well, be proficient in social media communications and website management as well as have strong attention to detail. To be effective, the fundraising/communications associate must be able to manage multiple assignments effectively, research prospective donors and investors, prepare grant and investment proposals, develop social media communications, and forge strong working relationships with Metro IAF's organizers and volunteer leaders. The job is an excellent leadership opportunity for a person to prove he/she can help establish and organize a start-up fundraising/communications program for one of the most recognized, accomplished, innovative, and socially entrepreneurial citizens' organization networks in the country. Metro IAF is open to candidates who need a flexible schedule, including working from a home office. The position is based in Metro Washington, DC/Baltimore area.

**Compensation & Application:** Salary is commensurate with experience. Metro IAF provides excellent training and benefits (pension, health insurance, vacation, etc). To apply, send cover letter outlining your qualifications for this position as well as a resume and writing sample to [metroiaf@gmail.com](mailto:metroiaf@gmail.com). Metro IAF is an equal opportunity employer and greatly values diversity in its staff.

**Metro IAF Overview & Accomplishments:** [Metro IAF](#) is affiliated with the [Industrial Areas Foundation](#) (IAF), the nation's first and largest network of multi-faith, broad-based citizen organizations, which has seven decades of experience winning tough battles on housing, health care, education, living wages, immigration rights, and other issues across the nation. Metro IAF's 22 affiliates are located in the East, Midwest, and Southeast. Metro IAF affiliates passed the first living wage laws in the United States in Baltimore, MD & New York City, have built nearly 6,000 owner-occupied homes for first time homebuyers with a foreclosure rate of less than 1%, won more than \$1.8 billion to finance affordable housing and neighborhood revitalization in urban and suburban communities, created [Child First Authority](#) to support after-school programs in Baltimore, started the small high schools movement in New York City, won drivers licenses for 28,000 undocumented immigrants in Connecticut, led the fight to win the first universal health care law in the US in Massachusetts, and launched one of the nation's first and most successful health care cooperatives in the US, serving 30,000+ persons in SE Wisconsin. For more information on Metro IAF: [www.metro-iaf.org](http://www.metro-iaf.org). For more information of the Industrial Areas Foundation: [www.industrialareasfoundation.org](http://www.industrialareasfoundation.org).