



Contract Opportunity: Development and Fundraising

Position Type: Part-Time, Contract

Location: New Hampshire (remote with in-state travel)

Term: Through June 30, 2027 (with potential for renewal)

About Housing Action NH: Housing Action NH is a statewide pro-homes advocacy organization dedicated to advancing policies to address New Hampshire's housing shortage and end homelessness. We bring together partners across sectors to align priorities, coordinate advocacy, and drive solutions so everyone in New Hampshire has a place to call home.

The Opportunity: Housing Action NH is seeking development support to strengthen and grow our fundraising efforts. This role will focus on grants, sponsorships, and membership contributions, helping ensure that Housing Action NH has the resources needed to meet its mission. The ideal candidate is detail-oriented, organized, and comfortable balancing multiple fundraising streams, while also helping translate our work into compelling narratives for funders and partners.

Key Roles and Responsibilities:

Grant Writing and Reporting

- Identify and support grant opportunities aligned with organizational priorities
- Draft and submit grant applications, proposals, and supporting materials
- Manage grant reporting, including collecting inputs and tracking deadlines
- Help translate programmatic work into clear, compelling narratives for funders

Sponsorships and Membership Contributions

- Support outreach to sponsors and member organizations
- Track and manage contributions, renewals, and related communications
- Assist in developing materials to communicate the value of membership and partnership

Annual Event Support

- Support the planning and execution of Housing Action NH's annual awards event
- Assist with sponsorship outreach, materials, and coordination

Who You Are:

- Experienced in fundraising, grant writing, nonprofit development, or related work
- Strong writer with the ability to communicate impact clearly and persuasively
- Highly organized and detail-oriented
- Comfortable managing multiple deadlines and priorities
- Collaborative and able to work with a small, distributed team in a remote environment

Compensation: The compensation for this role is \$5,000 per month.

How to Apply: Please send a statement of interest and resume to nick@housingactionnh.org.