



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Director of Philanthropy and Business Development

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DEPARTMENT: Executive

DATE POSTED: 08/20/2025

CLOSING DATE: Until Filled

FLSA CLASS: Exempt

SALARY: *HANO offers a comprehensive and competitive total compensation package to include benefits. Salary will be competitive and commensurate with qualifications and experience.*

SUMMARY

The Director of Philanthropy and Business Development is responsible for developing and executing comprehensive strategies to secure funding and establish strategic partnerships that advance the housing authority's mission of providing safe, decent, and affordable housing options to HANO's resident population. This involves working with various funding sources, including government grants, private foundations, corporations, and individual donors. Under the general supervision of the Executive Director, the Director of Philanthropy and Business Development serves as the management representative that oversees the fiscal, operational, and sponsor/partner development aspects of the NOLA SEEDS foundation, as approved by the NOLA SEEDS Board, which serves HANO's resident population.

The NOLA SEEDS foundation is intended to enhance and further PHA initiatives relating to creating opportunities for HANO residents and program participants through a variety of programs. The Director of Philanthropy and Business Development is to seek out diverse fund development initiatives, to support HANO's residents and neighborhoods, by providing a wide range of opportunities to enhance HANO's overall mission, as well as that of NOLA SEEDS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Philanthropic Fundraising

- Leads the design and implementation of the NOLA SEEDS foundation.

- Develops and implements a comprehensive fundraising strategy that aligns with the housing authority's goals and leverages various fundraising channels, such as individual donor cultivation, corporate sponsorships, and special events.
- Manage all aspects of fund development, including partnerships, sponsor development, community advisory groups, and other relevant external stakeholders.
- Builds and generates the financial and other necessary operating resources for the programs and designated needs of the organization; oversees and coordinates administration of the various programs and their supporting events.
- Researches and identifies potential funding opportunities from government agencies, foundations, corporations, and individuals that align with the housing authority's mission and projects.
- Builds and nurtures relationships with existing and prospective donors, engaging them in the housing authority's work and demonstrating the impact of their contributions.
- Manages and tracks reporting requirements and donor communications to ensure compliance and cultivate long-term donor relationships.

Business Development and Partnerships

- Develops strategies to attract private investment and innovative financing solutions for affordable housing projects, such as leveraging Low-Income Housing Tax Credits (LIHTCs) or exploring opportunities with community development financial institutions (CDFIs).
- Identifies and pursues strategic partnerships with developers, government agencies, community organizations, and businesses to enhance capacity and expand affordable housing initiatives.
- Represents the housing authority at community events, conferences, and networking opportunities to promote its mission, raise awareness of housing needs, NOLA SEEDS foundation, and build relationships with key stakeholders.
- Leads the communication strategy for the NOLA SEEDS foundation to enhance the housing authority's brand and support long-term sustainability, showcasing the impact of the foundation's work through compelling stories and data.
- Cultivates relationships with public, private, and philanthropic organizations to solicit resource support for the NOLA SEEDS foundation, programs and initiatives.
- Researches, develops and organizes all aspects of relationship/partner management to provide financial and key in kind contributions; works collaboratively with agencies and departments to identify fundable projects fitting organizational strategies.
- Represents the NOLA SEEDS foundation with other government agencies, nonprofit organizations, and private companies to manage the relationships necessary for the growth and success of NOLA SEEDS

initiatives with a particular emphasis on building coalitions in a strategic fashion including the use of events, neighborhood campaigns, innovation, technology, and appropriate social media sources.

- Monitors the foundation's campaign activity to evaluate annual fund activities, overall dollars raised, and other key performance indicators.

Leadership and Management

- Collaborates effectively with the Executive Director and other executive and senior leadership staff to ensure that fundraising and business development efforts are aligned with the housing authority's strategic plan and goals.
- Monitors and evaluates progress towards fundraising and business development goals, recommends changes and/or changes as deemed necessary to achieve or exceed targets.
- Recommends and directs the implementation, management, and utilization of a comprehensive donor tracking system that is capable of tracking donor and funding activity, and producing accurate reports.
- Develops policies and procedures to guide NOLA SEEDS foundation and program development; ensures that program activities are following appropriate regulations and the current HANO Memorandum of Understanding.
- Provides quality and ethical management of all related activities associated with the NOLA SEEDS foundation including database management, tracking, and financial forecasting based on partnerships and program commitments. Works cooperatively with other HANO departments and employees assisting with various NOLA SEEDS programs; provides input to the Executive Director and Chair of NOLA SEEDS.
- Tracks progress of various plans and initiatives; determines and takes corrective action as appropriate to keep plans or initiative phases on track; provides timely status reports as required; communicates relevant project information to the Executive Director; through collaboration with appropriate individuals.
- Develops detailed operating budget for NOLA SEEDS foundation and works to execute the foundation's business strategy to generate revenue to meet projected revenue and expenses.
- Works closely with HANO's Strategic Initiatives and Innovation department to plan, develop, and implement a media strategy and campaign for the NOLA SEEDS foundation; executes marketing strategies, communications, and public relations to keep NOLA SEEDS in a positive light with the purpose of increasing revenue generating partnerships.
- Develops annual updates/reports, letters of inquiry, and presentations to persuasively communicate NOLA SEEDS' mission and foundation to potential funders. Ensures that written materials best reflect programmatic goals and the residents' needs are appropriately aligned with funders' interests.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

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Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Positive attitude for raising funds to achieve impact.
- Excellence and aptitude in major gift fundraising.
- Excellent communication skills, both oral and written.
- Entrepreneurial leadership skills.
- Computer literacy in Microsoft Office and donor database management.
- Resourceful and Flexible; a self-starter and problem solver; above average leadership skills.
- Outstanding reading, writing and verbal communication skills.
- Ability to work well under tight deadlines and respond to rapidly changing demands and fulfill efficient follow-ups.
- Extremely organized and highly disciplined. Can manage sensitive and confidential information with discretion.
- Must possess excellent organizational skills with the ability to prioritize tasks and anticipate needs.
- Must demonstrate capability to multi-task and work within strict deadlines.

Education and/or Experience

Bachelor's degree in a related field and a minimum of five to seven years of experience in an advanced level role in fundraising, business development, public relations, or marketing are required. Master's degree in a related field is preferred. Experience in performing high level philanthropic and/or business development work, public affairs, and stakeholder engagement is also required. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook) and should be capable of using internet resources for research and developing reports. Must have the ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is required to be present at several offsite events. Daily movements include sitting; standing; bending; operating computers and other office equipment; moving throughout the office; carrying items such as computer equipment. The employee must have an above average ability to communicate in writing, via email, and verbally. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Office environment: The noise level in the work environment is usually moderate.

Offsite environment: The noise level in the work environment can vary; employee may be subject to working in various climates.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.