

Development Associate/Consultant

Company: Housing Authority of the City of Miami Beach

Description

Development Associate/Consultant P/T, could lead to F/T for Miami Beach Housing Initiatives, Inc (MBHII), a 501 (c) (3) not-for-profit organization. The primary objective of MBHII is to seek funding for the Housing Authority of the City of Miami Beach. The development position will focus on identifying and pursuing funding sources that will enhance the programs of the Housing Authority. Resp. for position include creating and gen. funding sources; prep. and issuing grant proposals; seeking funding through completing funding research and compiling applications; assisting MBHII w/expansion of its funding capacity; preparing reports for the MBHII board members and president. Req.: 3-5 yrs experience in fundraising & grant writing, excellent writing skills req.; self-motivation and ability to meet deadlines; comp. literacy in Word, Excel, and internet based programs and research capabilities. This position demands an individual with willingness to learn and adapt to new initiatives. Please send resumes to **HR, Attn: MBHII, include title of position to fax # 305-674-8001 position open until filled/eoe/dfwp/vet.pref./ no phone calls please**