



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



Development Coordinator

Organizational Overview

For over 25 years, the Coalition for Homelessness Intervention and Prevention (CHIP) has inspired a coordinated, community-wide effort to make homelessness rare, brief, and nonrecurring in Indianapolis. With a firm belief in housing as a human right and a commitment to creating a more accessible, inclusive, and equitable homeless response system, CHIP supports a collective impact approach to addressing homelessness through the following:

- Uniting the Indianapolis community around a shared vision for change.
- Developing and operating a shared data management system to better understand homelessness, measure progress, and improve outcomes.
- Mobilizing diverse stakeholders and community partners to work in a more coordinated, collaborative way to expand and scale housing and services for people experiencing homelessness.
- Supporting open, transparent, and continuous communication to increase awareness about homelessness, create buy-in to solutions, and foster greater trust among partners and key stakeholders.
- Advocating for policy change and funding alignment to support solutions to homelessness.
- Serving as the backbone agency for the Indianapolis Continuum of Care (CoC) with dedicated staff to project manage key priorities and strategies in the Community Plan to End Homelessness.

To accomplish this, CHIP defines success through our mission to:

Mobilize, advocate, and empower community collaboration toward ending homelessness and to foster an effective system of homelessness prevention and intervention in the greater Indianapolis area.

CHIP is a small, Indianapolis-based non-profit organization that serves as the planning and data lead for the network of agencies providing direct service to individuals and families experiencing homelessness.

Development Coordinator Position Summary and Key Responsibilities:

The Development Coordinator position is a new position in the organization and will play a key role in helping CHIP develop and execute a more dynamic and robust fundraising strategy to support the organization's programs, strategic initiatives, general operations, and growth.

This position will be responsible for meeting the organization's annual fundraising goals and for generating new sources of funding.



Development Responsibilities

- Serve as the primary point of contact for individuals, companies and organizations interested in supporting CHIP through sponsorships, charity giveback events, donations, etc. in order to meet CHIP's annual fundraising goals.
- Develop and implement fundraising strategies to increase general operating support and support for strategic initiatives and special events.
- Identify and lead strategies to enhance corporate and community engagement opportunities.
- Enhance and manage the donor database and donor distribution lists.
- Find and engage new donors and strengthen relationships with existing donors (i.e. donor recognition, appreciation, etc.)
- Identify new grant opportunities and write grant proposals to support specific projects and initiatives throughout the year.
- Plan and manage all fundraising events and activities.
- Secure sponsorships for CHIP events and strategic initiatives.
- Provide support to and collaborate with the CHIP Resource Development Committee to develop year-round campaigns and board engagement opportunities.
- Elevate the role and expand the membership of the CHIP Resource Development Committee.
- Prepare development and fundraising reports for leadership, the board, and grant reports.
- Create content and enhance communications to support fundraising and development activities and generate greater awareness about CHIP, including CHIP website, CHIP social media, and CHIP newsletter.

Strategic Initiatives / Special Events

This position will be responsible for managing and coordinating the following special initiatives and events:

- Handbook of Help
 - Coordinate annual update with partner agencies, secure sponsorships, and oversee printing and distribution to community partners.
- Street Reach Indy
 - Strengthen and manage partnerships, secure grants and sponsorships, develop and execute targeted fundraising campaign.
- Homeless Persons' Memorial Service
 - Identify and coordinate partnerships, volunteers, and oversee event planning
- Celebration Event
 - Secure sponsorships and in-kind donations
 - Facilitate award nomination and selection process
 - Serve as event planner on behalf of CHIP and coordinate all logistics with selected venue.
- Other corporate partnerships/events



- AFL-CIO Strike Out Homelessness Bowling Tournament
- Other events as requested

Professional Experience and Qualifications

The ideal candidate for this position must be creative, outgoing, highly-motivated, and goal oriented. This is a position that must place a high value on relationships and be energized by connecting with lots of different types of people. To be successful, the candidate must be extremely detail oriented and must have outstanding communication skills (verbal, written, and interpersonal.)

Education and Experience

- Associate degree or higher in communication, public affairs, or related fields (professional certifications, credentials, and/or work experience may be considered in lieu of a degree)
- At least three years of experience in fundraising, development, or communications
- Strong working knowledge of the local community
- Experience working in the homeless and/or housing sector preferred

Attributes

- Strong logical and problem-solving skills.
- Driven by critical thinking and critical inquiry.
- Collaborative and team oriented.
- Creative, flexible, and adaptive.
- Strong organizational skills and attention to detail.
- Committed to continuous learning and improvement.
- Passion for the mission and alignment with organizational values
- Compassion for people.

Work Culture and Environment

CHIP has a creative, dynamic team and is dedicated to attracting and fostering talented and diverse individuals who reflect the communities being served and the communities most impacted by homelessness. CHIP has adopted a hybrid work environment that includes both a virtual and in-office structure. CHIP staff are required to be in the office and/or in the community at least two days a week.

The CHIP office is located in an old house with an open office concept just off the Red Line in Fountain Square. The workspace is meant to create a collaborative, inclusive, and inspiring vibe.

CHIP offers generous benefits, competitive salaries, and supports professional and personal growth. To further support staff and provide time for renewal and rest, CHIP closes the office twice a year for paid holidays- one week in July and one week in December.



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



Position Leader: Director of Finance and Operations

***Position Leads:** This position can hire and supervise a work-study student or intern.

Salary: \$50,000–\$55,000

Benefits: This position is eligible for a comprehensive benefits package, which includes medical, dental, and vision insurance; life insurance; long-term disability; 401(k) match; a minimum of 11 paid holidays; 10 sick days (pro-rated based on hire date); and 5.77 hours of PTO accrued per pay period.

Candidates should apply by sending a cover letter detailing their interest and applicable experience and resume to:

cgelback-diaz@chipindy.org

Please reference the position title in the subject line of the email.

CHIP is committed to implementing an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive and person-centered language, and cultural awareness and sensitivity.

If you do not meet every requirement but feel you are a good overall match and are excited about this opportunity, we encourage you to apply. Individuals with lived experience are encouraged to apply.

Safeguarding our team members is an important part of how we ensure our continued work in the community we serve. As a condition of employment, all staff are required to be vaccinated against COVID-19, including the COVID-19 booster, barring an approved exemption.