



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



Join The CHIP Team

Development Director

WHO WE ARE

At the Coalition for Homelessness Intervention and Prevention (CHIP), we lead with purpose, passion, and unwavering belief in **housing as a human right**. As the backbone of Indianapolis's effort to make homelessness **rare, brief, and nonrecurring**, CHIP provides vital support and leadership to drive coordinated, community-wide change.

CHIP rallies for **collective impact** as we serve as the lead agency for the **Indianapolis Continuum of Care (CoC)** and manage both the **Homeless Management Information System (HMIS)** and **Coordinated Entry System (CES)**.

As an independent **501(c)(3) nonprofit**, we provide strategic leadership, data-driven solutions, and operational support that fuel progress across the homeless service sector.

At our core...

As a team, we're a group of advocates who want to see **real system changes** in our community and we show up for the work each and every day. We understand the work that needs to be done and we acknowledge the real human lives that are depending on it. We also understand that it takes a whole lot of passionate folks with diverse experiences and skillsets pushing forward **collectively**. That's why we need YOU! Our Future **Development Director**.

This **Development Director** position is a rare opportunity that has the potential to catapult CHIP's development program forward- catapulting our community closer to the vision of an Indianapolis where everyone has a **safe, stable, and affordable home**.

WHY THIS ROLE MATTERS

This is not just a job—it's a **career-defining opportunity** to craft something transformative. As **Development Director**, you won't just raise funds; you'll drive a **movement**—inspiring philanthropy and building relationships that shape a more compassionate and inclusive Indianapolis for all its neighbors!

There has never been a better time to join us as CHIP is at a pivotal moment - diving headfirst into an era of growth and **intentional investment** into all things Development. Historically backed by grants, CHIP is ready to diversify and scale support from **individual donors, corporate partners, and community stakeholders**. With the full support of **executive leadership, board members, and a committed team**, the Development Director will be the visionary who turns bold ideas into sustainable resources.

If you are **passionate about building connections, sparking meaningful change**, and you also thrive in a fast-moving, mission-driven environment, **we are ready to meet you!**

ABOUT THE ROLE

This position will advance CHIP's goals and priorities by providing support and leadership across all development efforts at CHIP. This is a **public-facing, community-centered** role to build and strengthen relationships with donors, corporate partners and funders. Specifically, you will:

Relationships: Solicitation & Stewardship

- Carry a portfolio of prospects and donors as an active member of the development team. Most donors/prospects in the Development Director portfolio will be mid-tier and above.
- Facilitate the portfolio managed by our Executive Director (upper-tier donors/partners) and that of our Development & Community Engagement Manager (annual fund, special event logistics), equipping them to advance prospects and donors through the donor cycle.
- Expand our base of corporate partnerships (sponsors) within Indianapolis, including identifying, cultivating, soliciting, and stewarding relationships.
- Be active in the community because CHIP anticipates the Development Director serving as the leader of identifying new individual donors and corporate partners. The Development Director may elect to advance these prospects through the donor cycle on their own, or may elect to involve the Executive Director, Development & Community Engagement Manager, board members or other people. Because the Development Director serves as the primary person for identifying new prospects, the Development & Community Engagement Manager's focus on special events and development operations ensures the Development Director continues to be in the community identifying new opportunities.
- In terms of broad base annual fund support, this position manages the Development & Community Engagement Manager which oversees the annual fund and acquisition process, in addition to the special events. The Development Director equips the Development & Community Engagement Manager to thrive with special events and entry-level annual fund giving. CHIP wants to ensure our annual fund growth incorporates both a focus on donor pipeline as well as increasing donor retention strategies each year.
- This position oversees the Development & Community Engagement Manager which is the staff person responsible for implementing special (fundraising) events. CHIP understands events play a role in philanthropy but believes events are not our sole opportunity for philanthropic growth.

Development Process & Strategy

- Implement a comprehensive development strategy, including individual giving, major gift work, corporate partnerships, foundation grants, and special events.
- We embrace the five steps of the donor cycle and want to be sure prospects and donors move through the cycle intentionally and thoughtfully.
- Although the Development Director is not responsible for writing grant applications nor submitting grant reports, they do play an integral role in discovering potential grant opportunities. Grantwriting is overseen by the Deputy Director with input from fellow team members including the Development Director.

- Work closely with the Executive Director and Board of Directors to establish and achieve revenue goals and to engage them meaningfully in the development process, including identifying sponsorship opportunities and individual giving prospects.
- Stay Informed of housing and homelessness intervention and prevention trends as well as philanthropy and communications.

Collaboration: Communications and Marketing

- The Development Director is not responsible for CHIP's communications and marketing, but the Development Director plays an important role as a member of the senior leadership team.
- CHIP values an integrated communications strategy that incorporates our development (fundraising) objectives in tandem. The Development Director works with CHIP marketing and communications team members to leverage a CHIP communications strategy that enhances visibility, strengthens brand recognition, and engages key audiences. This position currently supervises the Development & Community Engagement Manager with the opportunity to further grow the team.
- Ensure that development also messaging aligns with the mission and values of CHIP and the CoC.

EXPERIENCE & QUALIFICATIONS

- A bachelor's degree in philanthropy, nonprofit management, communications, or an equivalent combination of education and experience is preferred.
- 7+ years of experience in fundraising, development, communications, or related roles within a nonprofit structure.
- Demonstrated successful fundraising campaign, securing major gifts, managing donor relationships, and meeting fundraising goals.
- Excellent written and verbal communication skills, with demonstrated skills in managing and interacting with digital media.
- Proven leadership and team management skills
- Experience working with or in a coalition setting with a collaborative environment, particularly related to homelessness, housing, or social services.
- Passion for the CHIP mission and a deep understanding of the values of collective impact

We encourage you to apply if you do not meet every requirement, but feel you are an excellent overall match and are excited about this opportunity. Individuals with lived experience of homelessness are encouraged to apply.

Position Leader: Deputy Director

Salary: \$85,000

Workplace: Hybrid (2 days a week in-office and local/community travel required as needed)

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; and 5.77 hours of PTO accrued per pay period. In addition to the accrued PTO, there are two additional weeks when the office is closed for extended paid holidays.

Candidates should apply by sending a cover letter and resume to:

careers@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, gender-inclusive and person-centered language, and cultural humility.