



### **Communications and Fundraising Manager**

The Communications and Fundraising Manager will increase Headwaters' visibility and support in the community through the creation and implementation of a strategic communications strategy executed across different media. These efforts will serve to both grow awareness and financial support for Headwaters' mission while educating the Gallatin Valley community on pro-housing policy solutions that support a more affordable community.

### **Communications & Advocacy**

- Create and adhere to an annual communications plan.
- Develop press packets and manage earned media efforts.
- Develop and coordinate all aspects of HCHT's communications, including monthly e-news, and annual Impact Report.
- Develop and coordinate marketing/promotion of Headwaters to drive community awareness and participation
- Launch and manage HCHT's social media programming
- Manage HCHT's website content creation and publishing
- Develop regular public education programming to support pro-housing policy in the Gallatin Valley.

### **Fundraising**

- Create, design, and lead effective multi-channel annual fund campaign for the organization.
- Work closely with the Executive Director to develop donor appreciation and prospect cultivation opportunities.
- Prospect, outreach and stewardship of corporate sponsors/community partners
- Manage a small grant portfolio, including research of new grant opportunities, grant writing, and grant reporting.

### **Qualifications and Compensation**

- At least 2 years of experience in marketing/communications, fundraising, or public policy advocacy and a demonstrated ability to develop strategy and work independently.
- Salary range: \$70,000-80,000 annually
- Excellent benefits package including health and dental insurance, retirement matching, and paid vacation and personal leave.
- This is envisioned as a full-time (40hrs/week) position, but we are open to shaping both the time commitment and scope of work for the right candidate.



### **How to Apply:**

Send a resume and one-page cover letter to Executive Director Nathan Stein at [nstein@headwatershousing.org](mailto:nstein@headwatershousing.org). Applications will be reviewed on a rolling basis, with a submission deadline of January 23<sup>rd</sup>.

### **About Headwaters Community Housing Trust:**

Headwaters Community Housing Trust is stabilizing and empowering the Gallatin Valley by expanding the supply of permanently affordable housing for “missing middle” households. Headwaters’ foundational project, the Bridger View neighborhood set a high bar for middle-income housing development in our community, hitting high marks in energy efficiency, quality construction, and community-centered design. Looking ahead to 2026 and beyond, Headwaters will continue to deliver new opportunities for middle-income homeownership, while stepping into a more vocal leadership role advocating for public policy that will support a more affordable Gallatin Valley.

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*Headwaters Community Housing Trust is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*