

Director of Capital Development and Investor Relations

Position Overview

The Director of Capital Development and Investor Relations leads GMHF's strategy to raise capital that fuels GMHF's affordable housing mission. This position is responsible for securing grants, loans, EQ2s, PRIs, and investment capital from a wide range of philanthropic, public, private, and financial institution partners.

Reporting to the Chief Operating Officer, the Director plays a key leadership role in planning and executing GMHF's capitalization strategy, cultivating investor and funder relationships, and ensuring strong communication and reporting across all funding partnerships.

Primary Responsibilities

Capital Strategy & Planning

- Develop multi-year and annual capitalization plans with GMHF leadership to identify capital needs across grants, loans, EQ2s, PRIs, and other sources
- Research funding opportunities from philanthropic institutions, financial institutions, state and federal agencies, and corporate partners
- Assess the suitability of prospective investors and capital partners in consultation with internal leadership
- Contribute to organization-wide strategic planning, including capitalization projections, financial product development, and growth analysis
- Support emerging organizational initiatives and capital needs as they arise

Investor & Funder Cultivation

- Identify, cultivate, and recruit impact investors across the banking, philanthropic, corporate, and public sectors
- Coordinate outreach efforts including presentations, meetings, program structuring, and funding applications
- Conduct ongoing communications to maintain and strengthen investor engagement, involving GMHF leadership when appropriate
- Manage relationships with major funders, investors, and public agencies, and support capital formation for new initiatives

Proposal Development & Reporting

- Write and submit inquiries, grant proposals, and investment proposals that effectively communicate GMHF's mission, priorities, and impact
- Partner with the Compliance Manager on interim and final reporting to funders and investors, ensuring accuracy and timely submission
- Track all funder/investor data, including contacts, funding history, reporting deadlines, and communication status

- Provide regular updates to the management team and Board on capital-raising performance, trends, and alignment with organizational goals

Collaboration & Internal Partnerships

- Work closely with program staff to refine program concepts and identify funding opportunities
- Partner with the Director of Communications and Engagement to develop materials, reports, and investor-facing collateral
- Maintain a strong understanding of GMHF's programs, initiatives, and impact to effectively represent the organization externally

Other duties as assigned.

Qualifications

- Degree in a field related to business and finance
- Significant experience raising capital through grants, investments, and debt, including major federal awards
- Proven track record cultivating institutional investors and philanthropic funders
- Strong writing skills and experience preparing high-quality proposals and reports
- Demonstrated ability to manage complex, multi-stage projects from concept through implementation
- Excellent communication, relationship-building, and presentation skills
- Experience working with CDFIs, affordable housing, community development, or impact investing
- Familiarity with financing tools such as EQ2s, PRIs, and structured investment products

Compensation & Benefits

The salary range for this role is \$135,000-150,000 DOQ

Comprehensive benefits package including:

- Medical/Dental Insurance
- Life/Optional Life Insurance
- Short- and Long-Term Disability
- Flexible Spending Accounts
- Paid Holidays, Vacation, Sick, and other leave
- Flexible hybrid work schedule
- Collaborative work environment

About Greater Minnesota Housing Fund

GMHF is both a non-profit housing intermediary, charged with identifying and responding to gaps in the affordable housing "ecosystem", and the State's largest affordable housing-focused [Certified Community Development Financial Institution \(CDFI\)](#). GMHF supports the development of strong communities and affordable homes for all Minnesotans through access to low-cost capital, effective partnerships, and innovative solutions to local housing needs. GMHF strategic investments include

directly funding affordable housing projects, providing technical support to local communities and businesses, linking projects with financial resources, securing additional resources for affordable housing, and using research and program development activities to identify new and innovative ways of increasing affordable housing production.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to disability or status as a protected veteran.

To Apply

Send resume and cover letter to: Gabby Thorsen at MMC Consulting to gthorsen@mmcmmsp.com, or apply directly via LinkedIn: <https://www.linkedin.com/jobs/view/4398281028/>