

Central Delaware Habitat for Humanity

Position Title: Director of Development

FLSA: Exempt

Department: Affiliate

Reports Directly To: Executive Director / Director of Operations

Date of Job Description: 1/2023

Basic Function: Dimensions: The Director of Development must be goal-driven, results-oriented and committed to the organization's effort to increase its homebuilding and neighborhood revitalization capacity. Must understand the mission, history, values and goals of our organization and be able to communicate this information to diverse groups of potential donors and volunteers. Must demonstrate strong written, oral and interpersonal communication skills. The ability to work effectively as a team member with staff and volunteers is essential. Ability to work with corporate and individual donors, ability to manage and sustain an annual fund for a nonprofit organization and experience in planning and organizing major fund-raising events necessary.

Dimensions:

- Commitment to Habitat Program and Mission Statement
- Detail oriented
- Organized
- Strong customer service skills
- Flexible in dealing with an ever-changing schedule
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Principal Accountabilities:

- Manage the use of the Habitat's database relating to donors, donor recognition and fundraising activity. Work with Executive Director to develop and implement annual giving programs, including but not limited to direct mail, matching gifts, monthly giving, and online giving.
- Work with the Executive Director to increase advocacy through local and state officials.
- Identify ways to diversify CDHFH's funding base to increase unrestricted and restricted funds from all constituencies and launch appropriate systematic programs and initiatives.
- Be a member of the CDHFH Development Committee. Create an agenda and all income reports needed for committee meetings. Work with Development Committee Members to help execute development activities.
- Represent Habitat at public events and in other contexts as needed. Be a willing partner with other staff in all aspects of Habitat's mission.
- Act as a catalyst for fund-raising and cultivation of donors through annual giving, corporate and foundation relations, special events, membership and community relations in addition to prospect research and donor stewardship. Coordinate all funds development activities including but not limited to:
 - House Sponsorships - Work with the executive Director, Board and outside consultants to help identify and recruit sponsors for individual houses and multi-house builds (i.e. Women Build, GAF Roofing Contractors.)
 - Foundation Relations – Work alongside the Real Estate Development Manager on appropriate grants and proposals.
 - Donor Relations
 - Planned Giving Program- Work with the Executive Director to sustain and improve the planned giving program that includes local and federal tax incentives, IRAs and retirement beneficiaries, wills and estate planning, and other planned giving related attributes.
 - Major Gifts- Work with the Executive Director to identify, cultivate, and sustain major gift donors through individual and corporate relationships.
- Stewardship- Create and implement a stewardship plan to help improve donor retention and increase funds for the organization.
- Corporate Relations - Work with the Executive Director and Board to strengthen relations with the corporate community in the CDHFH service area. Work with the Volunteer Manager to package funding and employee participation opportunities.
- Public Relations - Coordinate public outreach efforts including the development of public outreach materials such as print and electronic newsletters, direct mail, press releases, free and paid advertising, brochures, social media and web site. Coordinate all media relations and promote Habitat's message throughout the communities we serve.
- Work with the Director of Homeowner Services on collecting in-kind gifts, sending invitations, and scheduling of future homeowner related ceremonies.
- Special Events – Manage all fundraising events and work with the staff, Board and volunteers to help Habitat successfully produce CDHFH's annual fundraisers. Create budgets for all expenses and income. Work with the Executive Director to solicit targeted event sponsorships and in-kind materials for all events.
- Update and evaluate the annual development plan and all development department policies (ie Cash Handling Policy, Six Month Recovery Plan).
- Works with the Executive Director to prepare an annual budget for resource development activities that include fundraising, public relations and marketing.
- Seek out and schedule opportunities to make informational presentations to churches, business, civic organizations and other community groups.

- Develop relationships with the local nonprofit and philanthropic community for the purpose of informational exchange and support.
- Oversee the Volunteer Manager and offer support to the Volunteerism program when needed.
- Other tasks as required by the Executive Director/ Director of Operations

Qualifications and Education preferred

- Bachelor's degree preferred or two years of experience progressively responsible and successful in fundraising and event planning.

Knowledge/Skills Required:

- Nonprofit experience preferred
- Proficient in Microsoft Office/Adobe creative cloud/social media/web design/graphic design
- Strong interpersonal communication skills
- Valid Driver's License
- Able to pass a background check

Internal Interactions: ReStore Staff, Habitat Affiliate Staff

Estimated Time Commitment: 40 hours +/- /week, some nights and weekends required

External Interactions: Donors, Sponsors, Customers, Volunteers, Staff & Board of Directors.

Employee Signature: _____ Date: _____

Manager's Signature: _____ Date: _____