

Director of Development

Position Summary:

Central Delaware Habitat for Humanity is a nonprofit housing ministry that partners with families to build strength, stability, and self-reliance through affordable homeownership and critical home repair. The Director of Development is responsible for leading and managing the organization's fundraising strategy, including corporate sponsorships, individual giving, donor stewardship, and grant support.

This role is essential to ensuring Central Delaware Habitat for Humanity has the resources needed to serve more families, strengthen operations, and sustain long-term mission growth. The Director of Development works closely with the CEO, senior leadership, board members, and community partners to build relationships and increase contributed revenue.

This position will play a key role in advancing Central Delaware Habitat for Humanity's **2026–2028 Strategic Plan**, with specific development goals serving as a compass for annual fundraising priorities, performance metrics, and donor engagement strategies. The Director of Development will also collaborate closely with the **Director of Marketing and Communications** to align fundraising strategies with communications, donor messaging, marketing collateral, and community engagement efforts.

Essential Duties and Responsibilities:

Fundraising Strategy & Revenue Growth

- Develop and implement an annual development plan aligned with organizational goals and the 2026–2028 Strategic Plan
- Lead efforts to grow contributed revenue through diversified fundraising strategies
- Track fundraising progress and provide regular reporting to leadership and board committees
- Identify opportunities to strengthen donor engagement and long-term giving

Corporate Sponsorships & Community Partnerships

- Manage corporate sponsorship campaigns and relationship development (including annual and event sponsorships)

- Build and maintain partnerships with local businesses, foundations, and community organizations
- Prepare sponsorship proposals, recognition plans, and stewardship communications
- Coordinate sponsor engagement and ensure timely follow-up and reporting

Individual Giving & Donor Stewardship

- Grow donor acquisition, retention, and upgrades through effective communication and engagement
- Develop and maintain stewardship practices, donor recognition, and thank-you systems
- Support CEO and board engagement with major donors and key community stakeholders
- Maintain accurate donor records and relationship tracking

Events & Engagement Activities *(Committee-supported model beginning in 2026)*

- Support fundraising and community engagement events through collaboration with external event committees
- Provide guidance, sponsorship development, and staff support to committees to ensure events meet revenue goals and align with CDHFH's mission
- Secure event sponsorships and in-kind support in accordance with event budgets and fundraising targets
- Coordinate internal communication, recognition, and follow-up related to event sponsors and donors
- Evaluate event outcomes and provide recommendations to strengthen return on investment while minimizing staff burden

Grant Support & Reporting (as needed)

- Support grant research, proposal development, and reporting in collaboration with leadership
- Maintain organized documentation to support grant compliance requirements
- Coordinate internal communication to ensure grant-funded outcomes are tracked appropriately

Strategic Plan Alignment & Cross-Department Collaboration

- Align annual fundraising goals and strategies with CDHFH's 2026–2028 Strategic Plan
- Partner with the Director of Marketing and Communications to develop consistent donor messaging, sponsorship materials, and campaign communications

- Coordinate development communications and collateral to support donor cultivation, stewardship, and sponsorship growth
- Support internal coordination to ensure development priorities reflect program needs and organizational capacity

Board & Committee Support

- Support development-related board committees and fundraising initiatives
- Assist with board engagement strategies related to donor cultivation and sponsorships
- Prepare development reports and materials for committee and board meetings

General Responsibilities

- Maintain confidentiality and professionalism in all donor and organizational matters
 - Represent Habitat in a mission-aligned, positive manner to the community
 - Collaborate across departments to ensure development efforts align with program priorities
 - Other duties as assigned
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Qualifications and Experience:

Required:

- Demonstrated fundraising and relationship-building experience
- Strong written and verbal communication skills
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office and comfort learning donor databases/CRMs
- Ability to work collaboratively with staff, board members, and external partners

Preferred:

- Experience in nonprofit development, philanthropy, or related field
- Grant writing and/or grant management experience
- Event sponsorship and committee support experience

- Familiarity with affordable housing, community development, or Habitat for Humanity is a plus
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Work Environment & Schedule:

- Full-time position
 - Primarily in-office, with local travel for donor meetings and community engagement
 - Occasional evenings or weekends for events or partner meetings
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Salary & Benefits:

- Salary range: **\$75,000–\$90,000 annually** (based on experience)
 - Paid medical insurance after 60 days
 - Retirement plan with employer contribution after 60 days
 - Paid time off (PTO)
 - Professional development opportunities
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To Apply:

Please submit a resume and brief cover letter to:

careers@centraldelawarehabitat.org

Subject line: *Director of Development Application*

Please be prepared to share **at least three professional references** if requested.

Applications will be reviewed on a rolling basis until the position is filled.