



Vision: At Habitat for Humanity, we believe in a world where everyone has a decent place to call home.

Job Title: Chief Development Officer

Department: Philanthropy

Reports to: Chief Executive Officer

Employment Status: Fulltime – Exempt

Benefits: Health Insurance, Dental, Short-term and Long-term Disability, 401(K), Competitive Salary

Job Description:

The Chief Development Officer, a member of our Executive Team, must have a proven ability to drive revenue from individuals, organizations, and foundations for mission-focused programs such as our financial education programs and construction and rehab of homes. This position plays a critical role in maintaining and growing successful initiatives, as well as creating new revenue streams with an emphasis on individual and foundation giving.

This individual will play a critical role in meeting annual fundraising needs, currently estimated at \$1.6 million annually. This rewarding role offers the right candidate the opportunity to lead and direct with growth expansion in mind. A successful candidate will maintain excellent donor relationships, possess strong data analysis skills, and have knowledge of the housing crisis.

Responsibilities and Duties:

- In partnership with the Chief Executive Officer and the Board of Directors, develop and implement an Annual Resource Plan to secure corporate, foundation, private, and individual gifts.
- Create and manage the Resource Department's portion of the affiliate budget to assure conformity with affiliate policies and procedures.
- Ensure the affiliate has a diversified funding base with a primary focus on major gift and other individual giving. Broaden and develop new avenues including planned giving, bequests, and endowment programs.
- Develop donor solicitation strategies for major gift prospects, design and operate stewardship programs.
- Develop ongoing relationships and communications with existing and potential corporate and individual donors, board members, foundations, and grantors.
- Direct and manage all fundraising efforts, including oversight of a grant writer and community engagement manager.
- Ensure all grant application and reporting deadlines are met.
- Support the development of communication materials, including social media, collateral materials, news releases, featured articles, videos, press kits, public service announcements and annual impact reports.

- Oversee the management of our donor database, peer-to-peer fundraising platforms, and all reporting and donor analytics.
- Research and monitors changes in economic factors, new development techniques, and materials to improve fundraising effectiveness.
- Willingness to work non-traditional hours when necessary to accomplish goals for events, deadlines for grants or to accommodate corporate and individual solicitation preferences.
- Represent Habitat for Humanity at various speaking engagements to broaden fundraising avenues.

Skills:

- Proven skills in donor management and development with a particular concentration on Major Donor solicitation.
- Project management certification is a plus.
- Ability to communicate effectively with a diverse population is a must: superior interpersonal, verbal, and written skills.
- Service and stewardship mentality and ability to work interdepartmentally.

This job is ideal for someone who is:

- A person who is reliable more than spontaneous, adaptable, flexible, innovative, collaborative, and self-directed.
- Results-driven and strategic in their fundraising plan. Ability to segment volunteers and donors to steward each group to the next level.

Education:

Bachelor's degree in Business, Public Relations, Marketing, Communications, or other related field; the equivalent of combination of education and work experience.