

Genesee County Habitat for Humanity Development Director Position Description

Reports to: Executive Director

Desired Qualifications:

- Demonstrated ability to raise money through individual and corporate giving programs, including major gifts, membership programs, sponsorships and special events.
- Outstanding communication skills; in particular, the ability to make compelling presentations to diverse groups and to prepare well-written proposals and public relations materials.
- Experience managing and interacting with diverse staff.
- Exceptional organizational skills and ability to simultaneously managing multiple projects.
- Experience working with volunteers and/or personally volunteering.
- Database management experience and the ability to maintain accurate records and prepare timely and meaningful reports.
- Basic understanding of marketing and design, with the ability to follow brand guidelines in creating print and web material.

Duties:

- Identify ways to diversify Genesee County Habitat for Humanity's funding base to increase unrestricted and restricted funds from all constituencies and launch appropriate systematic programs and initiatives.
- Lead, support and empower a cohesive fundraising team through active communication and delegation.
- Act as a catalyst for fund-raising and cultivation of donors and volunteers through major and planned giving, 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:
 - **Major Donor Cultivation** - Work with the staff and Board to cultivate and increase investment at the \$500 - \$10,000 level; increase the gifts of current donors and the overall number of donors; coordinate prospect research.

- **House Sponsorships** - Work with staff, board and outside consultants to help identify and recruit sponsors for individual houses and multi-house builds (i.e. Youth Build, Women Build, and Building on Faith).
- **Foundation Relations** - Oversee the grant writing efforts by initiating and writing proposals as well as working with outside grant writers and program staff. Monitor current grants and ensure that proposals and reports are submitted according to all guidelines and deadlines.
- **Corporate Relations** - Work with the Executive Director and Board to strengthen relations with the corporate community in the LHFH service area. Work with the Volunteer Coordinator 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.
- **Special Events** - Work with the staff, Board and volunteers to help Habitat successfully produce annual fundraising events.
- **Volunteer Development** - Strengthen the volunteer development program, increasing awareness of Habitat in the broader community and growing the overall number of volunteers. Work with the Volunteer Coordinator to strengthen the link between volunteerism and financial support.
- Hire, coordinate and manage consultants, interns and future development staff.
- Oversee implementation of development software and ongoing database and website management.
- 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.

Requirements:

- Desire to work towards Habitat's mission.
- College degree required; prefer degree in communications-related field.
- 3+ years fundraising experience, ideally in a non-profit and/or faith-based organization
- Ability to take initiative and make effective recommendations to staff and Board.

Hours/Pay/Benefits:

- Full-time non-exempt position.
- Flexible schedule, but position will require some evenings and weekends.
- Competitive salary and benefit package
- Eligible for standard holidays, vacations and sick time as other full-time Habitat employees.

Application Instructions

Please email your letter of interest, resume, and at least three professional references in one complete PDF to Thomas Hutchison at director@geneseehabitat.org by 9:00 a.m. on Monday, March 9, 2020. Please write 'Your Name - Development Application Package' in the subject line. No telephone inquiries; thank you.