

Position Summary
ASSISTANT DIRECTOR OF DEVELOPMENT

Habitat for Humanity of Wake County (Raleigh, North Carolina) is seeking an Assistant Director of Development to help the organization fulfill its mission by managing all aspects of its annual fund campaign. The position is charged with developing, implementing and evaluating funding strategies for general operating gifts and house sponsorships.

The Assistant Director of Development reports directly to the Director of Development and Communications. The Assistant Director supervises the Faith and Community Relations Manager and works closely with the Special Events Coordinator to ensure that the goals of the annual fund are met.

Essential Responsibilities of the Assistant Director of Development include (but are not limited to):

Plan, Manage and Evaluate All Aspects of Annual Fund

- Working with Director of Development/Communications, set annual unrestricted and program-restricted fundraising goals
- Develop and implement a comprehensive written fund development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc., in order to meet annual fundraising goals
- Project and manage fund development expenses

Donor Cultivation and Stewardship

- Maintain donor interest and motivate donors to renew or increase their level of involvement by developing cultivation strategies for each constituent group
- Ensure appropriate stewardship of gifts via acknowledgment letters, phone calls, gift policies and adherence to donor bill of rights
- Work with Communications Manager to make sure that grant applications and reports are submitted in a timely manner.

Prospect Identification and Solicitation

- Conduct research to determine best prospects with closest links, aligned interests and greatest ability.
- Coordinate strategies with affiliate staff who are working with the same constituents (e.g. capital campaign, homeowner recruitment, etc.)
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff or volunteers, as appropriate.

Communications

- Determine mailing schedule and develop recipient list for newsletters
- Write copy for all direct mail solicitations, brochures, sponsorship materials and acknowledgement letters.
- Provide input for annual report copy and strategy.

Experience and Attributes

The ideal candidate is a person who:

- Is committed to the mission and values of Habitat for Humanity
- Adheres to a high standard of ethics and promotes the donor bill of rights
- Has an appreciation for the needs and unique nature of a faith-based organization
- Has advanced knowledge of fund development theories, principles and procedures
- Has excellent written and oral communication skills
- Can effectively plan and execute special events.
- Is a self-starter, with the ability to meet deadlines and schedules and work with diverse groups of volunteers and other staff members

In addition, candidates for the position should have:

- A bachelor's degree in nonprofit management, business or related field
- 4 - 6 years of relevant development experience in non-profit organizations; or an equivalent combination of education, training, and experience.
- Knowledge and experience in Raiser's Edge strongly preferred
- CFRE preferred

Application Process

To apply, send resumé and cover letter to:

Habitat for Humanity of Wake County

c/o Armstrong McGuire, LLC

P.O. Box 6485

Raleigh, NC 27628

- or -

habitat@amapag.com

Habitat for Humanity of Wake County is an Equal Opportunity Employer