



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

DIRECTOR OF DEVELOPMENT

SUMMARY:

Reporting to the SVP, Resource Development, the Director of Development (DD) will carry out the Habitat mission by managing all aspects of the annual fund in support of meeting the affiliate's strategic and operational goals. Responsibilities will include developing, implementing, and evaluating fund development strategies that will meaningfully engage and motivate donors to meet annual fund development goals.

This is a Full Time Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The DD will likely spend on average at least five days per week, Monday – Friday (40-hour work week with 8-hours days).

DEPARTMENTAL RESPONSIBILITIES

Plan, Manage, Implement and Evaluate All Aspects of the Annual Fund

- Working with SVP, Resource Development to set annual goals for all aspects of the Annual Fund, including the Annual Giving Campaign, Development Events, and Private Grants
- Develop and implement a comprehensive, written, Annual Fund development plan
- Direct Annual Fund cultivation, solicitation, and stewardship activities
- Work with the Director of Data Administration to produce reports evaluating Annual Fund strategies and progress on a regular basis
- Project and manage Annual Fund expenses
- Support Resource Development team as needed in order to maximize overall fundraising revenue and the mission of Habitat Wake

PROGRAM SPECIFIC RESPONSIBILITIES

Annual Giving Campaign

- Direct and manage all aspects of a comprehensive and strategic Annual Giving Campaign, including direct mail and online giving solicitations
- In cooperation with the Communications Department, develop and produce materials for the AG campaign
- Plan and execute all AG campaign solicitations with the objectives of: communicating the Habitat Wake mission, renewing and increasing donor gifts, and acquiring new donors
- Plan and implement an annual Employee Giving Campaign for Habitat Wake staff
- Use the AG campaign to develop a pipeline of prospects for the Habitat Wake Major Gifts Program by identifying prospects for the next level of giving
- Direct all AG campaign donor acknowledgement: including written, phone, and in-person stewardship



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- Establish and direct an Annual Giving club with an annual event to actively recognize and engage donors at the \$1,000 level and above

Resource Development Events

- Direct an Events Committee of volunteers in order to maximize impact and fundraising through development events
- Plan, implement, and direct development events in order to meet fundraising, donor acquisition, cultivation, stewardship, and community engagement goals as determined in coordination with Habitat leadership
- Work in cooperation with the Communications Department to create and produce event-related materials and promotion
- Plan and direct all event-related acknowledgements and stewardship
- Identify new prospective donors through their event participation
- Direct all event support staff and volunteers

Private Grants

- Working with the SVP, Resource Development, cultivate, solicit, and steward private foundation grants
- Prepare and submit grant applications to private foundations, prioritizing reoccurring grants from established donors
- Research new prospective private foundation donors in order to identify organizations with giving criteria that match the Habitat Wake mission and in order to acquire additional grant revenue for the organization
- Manage private grant application processes, updates, and grant reporting

KNOWLEDGE, SKILLS, & ABILITIES:

- Advanced knowledge of fund development theories, principles, and procedures
- Advanced written and oral communication skills
- Preferred knowledge of donor database system, Raiser's Edge
- Advanced knowledge of direct mail requirements and best practices
- Ability to adjust work pace to maximize production without loss of work quality
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, & volunteers
- Ability to plan and execute special events
- Experience in grant writing and management
- Commitment to a high standard of ethics and to promote the donor bill of rights
- Commitment to maintaining a high level of confidentiality with information acquired about Habitat Wake prospects, donors, and volunteers



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MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in nonprofit management, business or related field
- 4 - 6 years of related and directly 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
- Experience providing community development from a Christian framework is highly desired;
- Demonstrated experience in the engagement of volunteers in their work;
- Passion and calling to empower families and revitalize communities; and
- Exceptional communication skills and will have a calm and very pleasant demeanor when working with a wide variety of people.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.