

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHW) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

Position Overview

Reporting to the President/CEO, the **VP, Fund Development** serves as a key leadership team member and an active participant in making strategic fundraising decisions for Habitat Wake. In partnership with the CEO, this position is responsible for all fundraising and resource development activities and will help forge new relationships to build Habitat Wake's visibility, impact, and financial resources. The **VP, Fund Development** will design, implement and oversee a comprehensive written plan for developing key alliances by cultivating individual, corporate, and foundation support. This position will have primary responsibility for establishing and implementing the infrastructure needed to ultimately grow a \$3 million annual fundraising program to a \$10 million goal. The **VP, Fund Development** will expand and diversify Habitat Wake's donor base/pipeline and will work closely with other team members to secure funding for new initiatives. In addition, the **VP, Fund Development** will work closely with the Board of Directors, relevant board & volunteer committees, and Habitat Advisory Board as they take on a more active fundraising role.

The responsibilities of the **VP, Fund Development** include, but are not limited to:

Annual Giving in support of Habitat Programs

- Create, execute, and manage a comprehensive, annual resource development plan to guide the fundraising efforts of the Board, volunteers, and staff.
- Evaluate and revise the resource development plan annually.
- Lead development team to meet and exceed donor cultivation and solicitation goals.
- Manage a personal portfolio of 100-150 major gift prospects and donors while also assisting, when appropriate, in the stewardship of staff members' portfolios.
- Clearly articulate the multifaceted case for support verbally and in writing in a way that inspires investment.
- Manage the strategy to effectively use Habitat's database relating to donors, donor recognition and fundraising activity.

Planned Giving

- Work with the Board, President/CEO to establish a planned giving program.
- Integrate planned giving program with major gift and annual fund donor cultivation and solicitation efforts.



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

Grant Management:

- Oversee grant research, writing and reporting, ensuring that an annual calendar of grant activity and deadlines is maintained and followed.

Special Events:

- Direct planning and activities to support the annual signature event with fundraiser committee volunteers.
- Work with fundraiser committee volunteers to sustain and build signature event success.
- Access community groups and businesses engaged in charitable giving opportunities through fundraisers.
- Assist staff with annual meeting and volunteer recognition event planning and implementation.

Additional Responsibilities:

- Works with the President/CEO to prepare an annual budget for resource development activities and assists with Third-Party Lending discussions as well as land deals when appropriate.
- In partnership with the board chair, develops and manages an advisory board of 15-25 community leaders to further development efforts for the organization.
- Seek out and schedule opportunities to make informational presentations to churches, business, civic organizations and other community groups.
- Develop relationships with the local nonprofit and philanthropic community for the purpose of informational exchange and support.

Minimum Education and Experience Requirements

- Bachelor's Degree required, Master's preferred
- 10-plus years of professional experience in a nonprofit organization, with a proven track record of experience in fundraising, including major gifts (high five- and six-figure gifts) and capital campaigns.
- CFRE, desired
- Excellent communication and public relations skills with a strong passion for the organization's mission.
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies.
- Proven track record of raising funds and achieving ambitious revenue targets in a highly competitive environment as well as creating new fundraising programs and/or reinvigorating existing programs.
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time.
- Critical thinking, problem solving, accuracy and attention to detail.
- Team management experience required.

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Together, We Build.

www.HabitatWake.org

Knowledge, Skills and Abilities Required:

- Must be goal-driven, results-oriented and committed to the organization's effort to increase its homebuilding capacity.
- Must have an understanding of the mission, history, values and goals of our Christian organization and be able to communicate this information to diverse groups of potential donors and volunteers.
- Must demonstrate strong written, oral and interpersonal communication skills.
- The ability to work effectively as a team member with staff and volunteers is essential.
- Ability to work with and consummate gifts with major donors, ability to manage and sustain an annual fund for a non-profit organization and experience in planning and organizing major fundraising events necessary.
- A strong belief in the organization's mission and vision.
- Proficient with Microsoft suite of products.
- Detail-oriented, with strong planning skills.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.
- Skilled in motivating and developing individuals and teams.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Excellent interpersonal, communication and presentation skills, both written and oral, which transcend diverse audiences.
- Be willing to speak publicly on behalf of the organization to various groups.

Application Process:

To apply, please send a cover letter, resume with salary history, and references to Cheryl.gould@habitatwake.org and hr@habitatwake.org. Incomplete submissions will not be considered. No phone calls please.

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.