



We build strength, stability, self-reliance and shelter.

**TITLE:** Director of Development

**VISION:** End the cycle of poverty

**MISSION:** To eliminate poverty housing by providing opportunities for the entire community to share their gifts

**OBJECTIVES:**

- Neighborhood is a model for efficiency & community collaboration in every way
- Become the model for empowering families
- Expand our own self-sufficiency
- Maximize Partnership in El Salvador & Uganda

**POSITION SUMMARY**

The **Director of Development** ensures that everyone who wants to support and engage with Habitat has an opportunity to contribute to our mission at increasing levels. This person reports directly to the CEO and is a full-time, salaried, exempt position working a minimum of 40 hours per week. Availability for occasional nights and weekends.

**VISION STATEMENT**

To cultivate an opportunity for everyone, both donors and volunteers, who are interested in supporting and engaging with Habitat for Humanity of Monroe County to contribute their unique gifts.

**DUTIES & RESPONSIBILITIES**

- Develop and implement comprehensive fund development plan including:
  - Annual Fund Campaign
  - Major Gifts Program
  - Planned Giving Program
  - Capital Campaign (as needed)
  - Sponsorship Program
- Project and manage fund development expenses, budget, and goals that allow us to meet the needs of our mission
- Maintain donor/volunteer interest and motivate them to renew and increase their level of giving and involvement
- Thank, recognize, and follow up with constituents to cultivate connections to the organization
- Increase stakeholder investment in organization through meaningful connections and “touch points” including communications, events, and personal meetings
- Lead the HFHMC team in cultivation of key relationships with donors & volunteers
- Enhance fundraising & cultivation policy for the organization
- Identify strategic relationships and recognize ‘transition’ readiness to Major Gifts
- Serve as direct supervisor of Engagement Coordinator
- Strategically equip the CEO with resources and systems for effective donor portfolio management to maximize Major Gift opportunities

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Relentless drive and passion to achieve Habitat’s mission to eliminate poverty in Monroe County
- Able to find opportunities to creatively engage our supporters in ways that are new and timely
- Strong communication skills (verbal, listening, and written) and ability to deeply connect with others
- Thrives in a fast paced, dynamic environment that must evolve to meet the needs of the mission
- Ability to work autonomously, to set and balance priorities, and to take initiative
- Customer service focused with deep gratitude for community

**MINIMUM REQUIREMENTS:**

- Education: BA or similar training
- Experience: Relevant fundraising experience; strategic leadership & coaching experience preferred

*It should be understood that mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.*