

Resource Development Director

Reports to: President/Executive Director

Direct Reports: Volunteer Coordinator, Marketing and Communications Specialist

Type: Full-Time, Exempt, Benefit Eligible



To Apply:

Send cover letter and resume to: Pat Heydon, President/Executive Director, pheydon@tworivershabitat.org

Overview: The Resource Development Director works closely with the executive director and board of directors to develop a comprehensive fundraising strategy to expand philanthropic support for the organization. They will manage all components of the fundraising plans including (but not limited to) annual giving, planned giving, corporate and foundation grants, major individual and corporate gifts and sponsorships, and special fundraising events. Primary lead for crafting fundraising, marketing, advertising, and public relations messages across the affiliate. This position will also have management responsibility for development department staff.

Responsibilities:

Fund Development

- Develop affiliate annual and long-term funding plan for managing all donor relationships in alignment with affiliate strategic plan.
- Identify and evaluate funding sources. Develop plan for outreach to new funding sources.
- Evaluate, prepare recommendations, and lead implementation for donor retention.
- Develop new partnerships and maintain current relationships with faith communities, businesses, and civic organizations.
- Collaborate with contract grant writer for pursuit of identified grant opportunities. Manage data collection and reporting requirements for approved grants.
- Lead affiliate activity for all fundraising activities. Work with identified staff, committee, and board members for planning, implementation, and follow-up.
- Coordinate with construction team to identify opportunities for in-kind donations of products and services.
- Develop sponsor packages for construction and fundraising activity. Coordinate with identified affiliate staff for outreach.
- Evaluate fundraising activity to affiliate strategic plan goals, prepare reports including recommendations for regular presentation to board of directors.

Marketing and Public Relations

- Establish and maintain strong community networks.
- Increase community awareness through print, television, radio, and online sources. Coordinate activity with identified affiliate staff.
- Develop and implement plan for direct donor mailings, appeal letters, and other outreach to solicit funding support for affiliate activity.
- Develop and implement plan for regular newsletters, both print and electronic. Supervise staff for implementation of defined social media and website messaging to align with affiliate goals and grow outreach.
- Make public appearances and presentations as identified to solicit funding and support of affiliate operations. Include executive director, board/committee members, and affiliate staff as needed.

Office Administration

- Liaison to fund development committee. Provide staff support to committee by coordinating meetings, developing agendas and goals, prepare meeting minutes with follow-up planning items as identified.
- Provide support for special event committees and ensure staff representation on these committees.
- Maintain complete record of all fundraising events and activities.
- Manage donor database to ensure information is correctly entered and appropriate donor recognition is completed. Prepare recommendations for improvements as necessary to promote efficiency of operations.

- Manage fund development budget and expenses. Work with executive director to prepare annual budget.
- Assure current practices managed by this position are consistent with Habitat International, state, and local affiliate policies and practices. Prepare recommendations for change as needed and appropriate.
- Other duties as assigned to meet affiliate needs.

Required Knowledge and Skills

- Support and endorse the Habitat for Humanity mission
- Experience in community outreach. Demonstrated success in fund development and public relations.
- Familiarity with major gift and planned giving campaigns and programs.
- Experienced communicator with strong writing and public speaking skills.
- Proficient with Microsoft Office 365.
- Experience with donor database management.
- Demonstrated competency with social media and website management preferred.
- Ability to work with individuals of varying skill levels in a collaborative way.
- Self-motivated, able to work independently. Demonstrated integrity, organization, and attention to detail.
- Experience managing team members.
- Identifies education opportunities for self and team members that enhance affiliate operations.
- Valid driver's license and reliable transportation with ability to travel as needed. Must have a driving record that meets approval by affiliate auto insurer.
- Ability to use business phone application on a personal cell phone to make and receive calls outside the office setting.
- Willingness to maintain flexible work schedule necessary to fulfill the responsibilities of this position including occasional evenings and weekends.
- Background study (including criminal records and sex offender registry) required.
- Physical Demands: Extended time at desk with computer activity. Standing and carrying material for meetings and presentations including outside.
- Working Conditions: Potential for uneven ground at build sites, exposure to extreme temperatures, loud noises, and other adverse conditions associated with affiliate activity.

Salary & Time Commitment

Wage: \$70,000/annual

Schedule: Full-time with flexible scheduling (including evenings and weekends) to accommodate affiliate activity.

Benefit eligible – current benefits: Paid Time Off (PTO includes vacation, sick leave, and Holidays), disability and group term life insurance (employer-paid), SIMPLE IRA with employer match (up to 3%), health insurance (50/50 employer/employee premium split), Health Savings and Dependent Care Spending accounts available (employee paid).

This job description creates a general statement of expected duties but is not all inclusive nor does it create a contract. Two Rivers Habitat for Humanity is an Equal Opportunity Employer.

Created: 8/5/2022