



Holston Habitat for Humanity Director of Development

Employee Classification: Full-time exempt

Employment Type: Full-Time, 40 hrs/week

Reports to: Executive Director

Job Summary: The Director of Development is a full-time position and is responsible for all activities associated with fundraising and other resource development. This position is responsible for meeting annual fundraising goals and objectives.

Responsibilities and duties of the Director of Development include, but are not limited to the following:

FUNDRAISING:

- Develops and implements an annual fundraising plan, in collaboration with the Executive Director, that meets the financial needs of Holston Habitat for Humanity.
- Strategizes with the Executive Director and Fund Development Committee on all fundraising goals for long- and short-range planning.
- Identify key donor relationships that have potential for growth, and work with the Executive Director on a portfolio to be strategically managed and stewarded.
- Motivates & holds accountable board members to meet board-specific fundraising goals.
- Regularly researches and identifies individual donor and corporate sponsor prospects.
- Finds, cultivates, and stewards major donors.
- Develops and implements a planned giving program.
- Maintains the existing donor database, GiveEffect, which includes a log of any contacts made with potential donors, sponsors, and volunteers.
- Oversees completion of data entry and gift acknowledgment activities.
- Organizes and conducts direct mail campaign. Works in tandem with Habitat for Humanity International with direct mail campaign in coming years.
- Works with Volunteer Manager to secure Faith Build funding for applicable houses.
- Assists in identifying, researching, and writing grants as needed.
- Assists in identifying donation sources for the ReStore, work closely with ReStore Managers on stewarding key in-kind donor relationships.
- Works with volunteers and Holston Habitat for Humanity staff to organize and implement successful fundraising drives and events.

MARKETING:

- Coordinates presentations to organizations, trade shows, community events, fairs and businesses on the mission and needs of Holston Habitat for Humanity.
- Coordinates communication with Holston Habitat's various audiences including print media, ads, newsletters, social media, and website. Work with Holston Habitat's Business Manager on details and execution.

- Fully utilize the provided materials from Habitat for Humanity International to ensure branding compliance.

ADMINISTRATIVE ACTIVITIES:

- Serves as the Holston Habitat for Humanity staff person assigned to the Fund Development Committee. Ensure that the Committee meets regularly, and functions as intended.
- Informs Executive Director, Board of Directors, and appropriate committees about progress and/or problems in the fundraising process.
- Oversees and monitors the Development Budget.
- Is an active member in the community, serving and representing Holston Habitat at events, and on committees.
- Regularly exhibits a willingness and enthusiasm for assisting with projects, special events, and planning within the development team or elsewhere within the agency upon request.
- Attends staff meetings, conferences, training, and community events as required.
- Keeps updated on fundraising issues and opportunities released from Habitat for Humanity International.

QUALIFICATIONS:

- Bachelor's degree with 5 years of fundraising experience, or 9 years of fundraising experience in the non-profit sector.
- Strong ethical compass regarding donor stewardship and intent is required.
- Knowledge of the East TN not-for-profit community is preferred and beneficial.
- Time management skills and ability to handle multiple tasks effectively is required.
- Strong written and verbal communication skills, formidable public speaking skills. Examples may be requested in the interview process.
- Must enjoy serving others, being a team player, and working in a collaborative team environment to achieve a mission.
- Must be computer literate. Requires fluency in Microsoft Office programs, database management, and content creation using products ranging from Adobe to Canva.
- Should have a heart for Christian ministry work. No statement of faith is expected or required.
- Must pass Criminal Background Check and Sex Offender Check.

OTHER REQUIREMENTS:

- Out of office activities on construction sites and presentations are frequently required.
- Some evening and weekend work is required.
- Must be able to lift 25lbs and transport display materials and products.
- This is not a fully remote position and some presence in the office is required.

BENEFITS:

- 10 paid holidays.
- Generous paid time off package.
- Medical Reimbursement Program (HRA) for health benefits.
- Annual IRA employer-paid retirement contribution.
- Phone and laptop provided for work use.
- Mileage reimbursement for personal vehicle use for work purposes.
- Salary is commensurate with experience and qualifications.

To Apply:

Please email your resume with a cover letter outlining your applicable fundraising experiences to Lkelly@Holstonhabitat.org. Applicants will be contacted regardless of whether they have progressed to the interview stage. Applicants should be prepared to generate a writing sample or presentation to demonstrate fundraising knowledge and talent.

Deadline to Apply: May 19, 2023.