

Director of Development Job Description

POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, and directing all of Houston County Habitat's fundraising including, the major gifts program, planned giving, special events, grant writing programs and capital campaigns. The Director works closely with The Executive Director and the Board of Directors in all development and fund raising endeavors.

Location: Warner Robins, GA serving Houston County

Reports to: Executive Director

Status: Full Time – 40 hours per week, Availability to work from home 2-3 days per week.

Salary: \$45,000 with annual bonus potential of \$10,000

Benefits: 10 paid holidays; 5 days Personal Time Off first year; 10 days annually after first year;

Responsibilities: To support the ministry of building homes through developing long-term resource partnerships within the community

QUALIFICATIONS:

- Must embrace the mission of Houston County Habitat for Humanity
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A Bachelor's Degree or 5 years' minimum experience in professional fundraising.

JOB RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Oversee grant seeking including research, proposal writing, and reporting requirements.
4. Build a planned giving program with a focus on deferred gifts such as bequest expectancies.
5. Direct funding programs, including mailings and annual fundraising drives.
6. Direct capital campaigns and other major fundraising drives.
7. Coordinate fund raising special events.
8. Oversee prospect research.
9. Work closely with the Executive Director, and Board of Directors.
10. Make public appearances/accept speaking engagements in the community to share information about Habitat.
11. Participate in annual budget forecasting and meet annual fundraising goals.
12. Oversee fundraising database and tracking systems.
13. Supervise and collaborate with other fundraising staff and volunteers.
14. Oversee creation of publications to support fund raising activities.

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15. Maintain gift recognition programs.
16. Demonstrate professional conduct at all times.
17. Perform other related duties as requested.