



DEVELOPMENT DIRECTOR JOB DESCRIPTION

Job Title: Development Director

Job Status: Full-time regular employee / exempt / 40+ hours per week / Benefit eligible

Reports to: Executive Director

Pay: S3-S4

Overview: Seeking to put God's love into action, Habitat for Humanity Lakeside (HFHL) brings people together to build homes, communities and hope. Since 1993, HFHL has served over 100 families through our Home Buyer, Home Repair and Rock the Block programs. Our new strategic plan calls for us to serve an additional 600 individuals through our housing solutions over the next five years. This means building/rehabbing 20 homes through our Home Buyer Program, completing 55 repairs through our Home Repair Program and completing 200 projects through our Rock the Block events. We are seeking a dynamic Development Director to join our team to lead and expand our fundraising and resource development efforts to help us achieve \$10 million in support of these strategic goals.

The successful candidate will be responsible for stewarding existing donors, building new relationships and increasing our donor base through annual donors, major donors, foundation and corporate support, faith-based support, capital fundraising, grants acquisition, special event sponsorships and planned giving. This employee will work closely with our Executive Director, Board of Directors and Resource Development and Faith Relations Committees.

Essential Duties and Responsibilities

Fundraising Leadership (15%)

- Serves as part of the HFHL management team to help shape the direction of the organization
- Provides leadership to inspire a culture of philanthropy both internally and externally to the organization
- Creates a fundraising plan in partnership with the Executive Director to fund the short and long-term strategic goals as defined through the Board of Directors
- Integrates HFHL into the philanthropic community in Sheboygan County by establishing and maintaining strategic relationships and alliances with corporations, foundations, faith-based organizations and individuals
- Works with the Executive Director and Board to build an active and successful Resource Development and Faith Relations Committee and serves as the primary staff liaison for both committees; attends Board and Finance Committee meetings as required
- Produces the Annual Report to the community and contributes to newsletters and social media

Fundraising Asks Out the Door (65%)

- Individual Giving: produces targeted solicitations (direct mail, online, special category) within our individual giving category, including for board members, board circle of influence, staff and major donors with the intent to retain or upgrade a gift whenever possible
- Churches: produces solicitations and develops relationships among the faith community to engage churches in philanthropy towards our Faith Build Month and eventual Faith Build Home
- Business Sector: produces a strategy to engage our vendors and the business sector at-large in philanthropic support of our organization; to include multi-year commitments and corporate sponsorships for builds

- Grants: researches public and private grants sources (agencies, corporations, foundations) to identify sources of restricted and unrestricted funding that will support budgetary needs; writes and submits grants; oversees reporting requirements for any grants received
- Planned Giving: will research and develop a planned giving program where we can record known bequests, produce acknowledgements and encourage partial/early disbursements where appropriate
- Special Events: works alongside the Volunteer & Special Events Manager to procure sponsorships for our Gala, Rock the Block, Volunteer Appreciation event and other events
- Capital Requests/Campaigns: should the need for special capital requests or a capital campaign arise, research and leadership from the Development Director will be utilized

Other Duties (20%)

- Cultivates, stewards and recognizes donors by producing specialized correspondences, preparing acknowledgement letters and scheduling/attending in-person visits for the ED/Board to visit with donors
- Supervises AmeriCorps Members, office volunteers and interns which support development activities
- Maintains accurate accounting of fundraising income and fundraising activity in our donor database which includes both gift entry and donor interaction notes; maintains paper and electronic files for pledges, grants and other donor correspondence
- Dedicates ongoing attention to personal and professional development within the fundraising field
- Special projects or assignments as requested and/or other duties may be assigned

Desired Skills, Education & Experience

- Bachelor's degree is required
- 5+ years of nonprofit/fund development experience is required
- Knowledge of philanthropy, grant sources and funding prospects within Sheboygan County is required
- Excellent written and verbal communication skills with the ability to produce written content (newsletter, annual report, grants) and spoken content (public presentations) is required
- Experience with Microsoft Office products, mail merges, Gmail and all areas of donor database administration including gift/pledge entry, constituent notes, utilization of reports and generation of thank you letters is required, Little Green Light database experience preferred
- Ability to provide outstanding and inspirational leadership to staff and constituents of the organization
- Self-starter with the ability to take initiative and responsibility to manage multiple priorities and projects
- Strong time-management, planning, motivational and organizational skills
- Enthusiastic and customer focused personality who is comfortable speaking to individuals and groups
- Strong interest in working in the nonprofit sector and supporting the mission, vision and strategic direction of Habitat for Humanity Lakeside as we work to create a community where everyone has a decent place to live

Other Job Requirements

- Ability to pass a criminal background and sex offender registry check
- Valid Wisconsin driver's license, automobile insurance with adequate liability coverage and a reliable vehicle to use for affiliate business including travel to and from meetings, presentations and job sites
- Flexibility to work a schedule with some nights and weekends but with a normal working schedule of 8:30am-4:30pm Monday through Friday

Work Environment and Conditions

- Our Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Applicants must be comfortable working for a Christian organization.
- Operating within the construction, retail and human services industries, applicants must be sensitive to the large diversity of people who will interact with our organization

- At times there may be heavy phone and email volume with extended periods of time working in front of a computer while at other times there may be bending, lifting and climbing that would occur outside of the office on build sites, in our ReStore or for setting up or tearing down of events

Habitat for Humanity Lakeside is an equal opportunity employer. We seek to use and assign the best qualified staff for all of our positions in a way that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

Job Description Acknowledgment

I hereby acknowledge that I have received, reviewed and fully understand the job description for the Development Director. I further understand that I am responsible for the satisfactory execution of the essential functions described within the job description.

Printed Name

Signature

Date