

Director of Resource Development
Habitat for Humanity of Cape Cod, Inc.

Summary: The Director of Resource Development (DRD) provides knowledge and expertise of non-profit development and donor relations. The DRD leads and oversees all fundraising activities as they relate to the Annual Fund, including but not limited to appeals, major gifts, home sponsorships, planned giving and grants. The DRD is responsible for cultivating relationships with businesses, individual donors, the faith community and the community at large, and contributes to the Public Relations and Marketing initiatives. This position reports directly to the Executive Director and supervises the Events Coordinator and Volunteer Services Manager.

Responsibilities:

- Develop and manage resource development plan to ensure support of the organization's mission.
- Provide support and guidance to Habitat's Faith Relations committee. Steward existing relationships and develop new affiliations in the Cape's diverse faith community.
- Serve as a key spokesperson, ambassador and leadership liaison to community organizations and individuals for the purposes of garnering resources, advocacy, awareness building and forging partnerships. This includes travel throughout Cape Cod and some evening and weekend hours.
- Maintain existing and develop new relationships with donors and potential donors.
- Manage house sponsorships, corporate workdays, direct mail appeals, major donor programs, fundraising events and other traditional charitable giving programs.
- Develop and execute a planned giving program.
- Manage grants program including research, submission, tracking and reporting.
- Oversee Little Green Light database and the acknowledgment of all donations.
- Manage donor recognition and appreciation.
- Contribute to the planning and production of newsletters and other promotional materials.

Qualifications & Skills:

- College degree preferred
- Minimum five years fundraising experience
- Excellent communication skills, verbal and written
- Strong public speaking skills
- Ability to work closely and inclusively with Cape Cod's diverse faith community
- Strong grant writing experience
- Ability to cultivate beneficial relationships
- Computer literate with database experience
- Solid organizational skills
- Ability to work successfully in collaboration within our diverse Habitat community
- Commitment to the mission of the organization
- Established local connections and knowledge of regional housing challenges preferred
- Valid driver's license
- Must be able to sit for extended periods of time; must be able to use computer and telephone equipment, including typing on keyboard
- Must be able to stand for periods as needed
- Must be able to think analytically, concentrate on tasks and recall details

Reports To: Executive Director

Supervises: Volunteer Services Manager and Event Coordinator/Development Assistant. Any contract or consultant work (fee or pro-bono) under this area of responsibility, as well as any stipend or staff positions that may be established in the future to support this department. 1/2020