

# Job Description

## Resource Development Director



Reports to: Chief Executive Officer Oversees: Fund Raising, Grants, Volunteer engagement and events.

**Job summary/Duties:** Provides fundraising direction and oversight to the organization. Manages donor relations and donor communications. Serves as a member of the management team that establishes and implements policies and plans to meet the short and long-term objectives of the organization. Participates in the Resource Development and Board Development committees. Under the direction of the CEO, serves to ensure effective implementation of the organization's strategic plan and operational success of the Affiliate.

## Job Duties

- Plans and coordinates all aspects of fund development for the organization.
- Identifies, organizes, and manages the fundraising activities of the affiliate with a focus on new possibilities to obtain ongoing and increased support from corporations, public and private funding organizations, faith communities, and individuals.
- Works with CEO, Resource Development Committee, Board, and staff to develop and implement a long-range development plan that complements the affiliate's funding and sponsorship goals.
- Performs prospect research on corporate, organizational, faith community, foundation, civic, and individual donors to determine capacity for giving.
- Makes public appearances and presentations as required for solicitation and stewardship.
- Develops and implements cultivation strategies that include built-in next moves for donor retention, upgrading, and stewardship.
- In collaboration with Volunteer and Event Manager, organizes fundraising events.
- Works with Volunteer and Event Manager to recruit and cultivate a volunteer pipeline.
- Leads the organization's digital marketing and social media strategies, working with the Public Relations Associate to ensure accurate and timely media promotion.
- Identifies potential grant resources and is responsible for completing grant proposals and applications or working with a grant writing consultant to do so.
- Assists in development of budgets and monitors expenses related to the developmental function.
- Maintains complete, accurate records of all fundraising, stewardship, and volunteer events and activities.

## Qualifications

- Demonstrated ability to raise money through individual and corporate giving programs, including major gifts, membership programs, sponsorships, special events, and grant writing.
- Planned giving/bequests/endowment experience a plus.
- Experience with planning, managing, executing, monitoring, and evaluating projects and meeting deadline and a demonstrated ability to plan, organize, and communicate in a fast-paced, limited-resource environment.
- A “people” person with exceptional verbal, written, listening, and presentation skills.
- Strong leadership, networking, organizational, and motivational skills.
- Database management experience and the ability to maintain accurate records and prepare timely and meaningful reports.
- Experience with CRM (Netsuite, Salesforce etc.) Microsoft Office Suite and Excel.
- Experience with website design and Constant Contact is desired, but not required.
- Team player/able to work collaboratively and effectively with and among diverse populations.
- Must also be able to make decisions and solve problems independently and effectively.
- Commitment to Habitat's mission and principles.