

Nevada County Habitat for Humanity brings people together to build homes, communities and hope.

We are working together to support the life-changing mission of connecting families and communities with the transformational impact of decent, affordable homes. Support our mission and join our team!



Development Director organizes and conducts the necessary activities to secure funding to support mission of continuing and increasing affordable home building activities. Works with the Executive Director, support staff, and Board Members to develop, implement and evaluate a long-term fund development strategy focusing on cultivating, increasing and acknowledging development resources.

Hours: 40 hours per week Tuesday-Saturday (Full time)

PRIMARY RESPONSIBILITIES

Implements an organization wide fundraising plan including the following components:

- 1) Donor Development:
 - a. Cultivates and Stewards donors.
 - b. Oversees donor database management and data entry.
 - c. Ensures timely and appropriate gift acknowledgements.
 - d. Works with Fund Development Committee on major gift programs.
 - e. Works directly with donors, and board of directors and Executive Director to cultivate donors and increase individual giving.
- 2) Campaigns:
 - a. Writes solicitation letters, organizes and conducts direct mail campaigns.
 - b. Determines schedule for annual prospect and donor mailings.
 - c. Determines capital campaigns as needed.
 - d. Engage faith communities.
 - e. Works with graphic arts staff to create promotions for each effort.
- 3) Events:
 - a. Manages and oversees fundraising events leveraging committee and volunteers
 - b. Manages donor recognition event, special build events, and ReStore events with staff.
- 4) Analytics:
 - a. Evaluates Fund Development results and implements Improvements.
 - b. Analyzes and reports on donor tracking and giving trends
 - c. Oversees records and data tracking from all fundraising campaigns and events
- 5) Grants:
 - a. Identifies, applies for and manages grant proposal process
 - b. Determines schedule for foundation, corporate and government grants
 - c. Identifies new sources for foundation, corporate and government grants
 - d. Completes and submits grant application packages
 - e. Oversees grant compliance and reporting

- 6) Communication:
 - a. Writes newsletter works with support staff to delivery monthly.
 - b. Writes press releases and distributes.
 - c. Oversee social media and PR efforts.
 - d. Create and implement outreach plan.
 - e. Provides monthly fund development report for Board of Directors, and attends board meetings.
- 7) Advocacy:
 - a. Oversee work of Advocacy Committee.
 - b. Engage community with advocacy opportunities.

GENERAL

- 1) Manages other activities as required by affiliate business needs or as requested by Executive Director
- 2) Attends meetings including staff meetings, Committee meetings as appropriate,
- 3) Participates in ongoing professional development
- 4) Supervises and trains staff and volunteers in fund development activities
- 5) Advocates for affordable housing and Habitat's mission

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES

Experience and proven success managing the fund development function for a non-profit organization. Strong leadership, management, and motivational skills; effective interpersonal communication skills; able to adapt and work well in a dynamic environment with a variety of people and personalities inside and outside the organization. Strong initiative, works independently managing own work and deadlines effectively; uses sound decision making and problem solving techniques; applies continuous improvement methods; well organized and gives appropriate level of detail to work. Applies professional discretion and maintains confidentiality.

Habitat is looking for an individual that fits in with a true team environment that focuses on healthy communication. We promote a healthy work-life balance and support each other in that endeavor.

JOB SPECIFICATIONS

- Education: Bachelor degree or higher
- Work Experience: Minimum of three years development/marketing/fundraising experience, non-profit work experience preferred
- Computer/Software skills: Highly proficient in Microsoft Office applications, Word, Excel, PowerPoint, Outlook and experience with Database or Contact Management Software.

To apply please send cover letter and resume to:
lorraine@nchabitat.org