

Job Title: Director of Resource Development
Reports Directly To: Executive Director
Works Closely with: Resource Development Committee

Principal Objective of Position:

The Director of Resource Development will help develop, implement, and manage the fundraising and marketing plans of Habitat for Humanity of Lincoln County with the primary objectives of engaging and motivating prospects and donors to financially support the affiliate's mission of building more houses and serving more families within Lincoln County and throughout the world.

Principal Areas of Responsibility: (60% of time requirement) (Fundraising/Marketing)
FUNDRAISING

- **Create a sound fundraising plan** and manage its successful implementation.
- Identify, cultivate, solicit, and steward donors so as to secure restricted and unrestricted donations to fund the construction schedule working closely with all departments to execute the plan.
- Attend monthly Board meetings as needed to develop a strong relationship with the Board.
- Work closely with the Board Executive Committee and the Executive Director to develop the Board into a fully participating fundraising board.
- Participate in the Affiliate Strategic Planning Process, and manage the Resource Development Department in a manner consistent with the affiliate's planning goals and objectives.
- Provide appropriate donor stewardship that results in renewed and increased giving through recognition and communication.
- Work with Executive Director, and Executive Committee, to identify foundations, both corporate and private, that share affinities with Habitat Lincoln's goals.

MARKETING

- Plan, develop, implement and manage all aspects of a sound marketing plan for HFHLC, including increasing the affiliate's presence in the media, building and strengthening new and existing donor relationships through individual giving programs, sponsorship programs, matching gift programs and planned giving.

Other Areas of Responsibility: (30% of time requirement) (Leadership/Teamwork/Partnership)

- Work with Volunteer Coordinator to drive volunteer charitable giving opportunities.
- Maintain close relations with area Youth Engagement Committee, Habitat Readers, and Campus Chapters to ensure they adhere to the fundraising and marketing plan of the affiliate.
- Attend special events to promote Habitat's mission during evenings and weekends as required.
- Help guide, lead and assist the Resource Development Committee by recruiting strong members, providing opportunities for their greater involvement, and supporting the committee in obtaining the affiliate's fundraising goal. Periodically review the fundraising plan to ensure that the affiliate is utilizing the identified strategies and make adjustments as needed to ensure goals are met.
- Manage and direct the Project Development Coordinator, whose responsibilities may include managing church relationships, sponsor relationships including special builds such as Women Build, Business Build, Interfaith Build.
- Manage volunteers in the Resource Development Department.
- Assist Executive Director as directed with special fundraising events, i.e., challenge grants, Board fundraising events, major solicitation events, individual "asks" and HFHI programs.

- Work closely with Executive Director in assessing the affiliate's fundraising and marketing plans.

Other Components of Responsibility: (10% of time requirement) (ADMINISTRATION)

- Provide support for and supervise data entry in the eTapestry Database, evaluating and assessing eTapestry Data for donor relationships and in-kind gifts.
- Ensure that thank you letters are mailed in a timely manner, with review and signature/ personal note by Executive Director.
- Oversee website updates to ensure that the affiliate is delivering a consistent and accurate marketing message based on its fundraising and marketing plans.

Minimum Requirements: (Education)

+Bachelor's degree in marketing, communication, public relations, non-profit management or business required.

Requirements: (Work Experience)

- +Five years of marketing and/or fundraising experience, preferably in the non-profit sector.
- +Minimum of 3 years of staff management experience.
- + Knowledge or experience with eTapestry (a Blackbaud product) preferred. (or similar database system).
- + Understanding of legal requirements for non-profit reporting.

Requirements: (Human Relations Skills)

- + Excellent written and verbal communication skills
- + Ability to clearly communicate goals, responsibilities, performance expectations and feedback.
- + Ability to complete tasks with limited supervision.
- + Awareness of how and when to delegate appropriate tasks.
- + Ability to balance priorities.
- + Strong interpersonal skills
- + Strong ability to work as part of a team.
- + Outgoing, positive CAN-DO attitude

Skills: (Mission related)

- + Prior Habitat experience is a plus.
- + Enthusiastic about transforming peoples lives through homeownership.
- + Ability to inspire, enable, model and encourage.
- +Willingness to go on a Global Village Mission Trip
- +Strong commitment to our tithe program

Skills: (Office/computers/equipment)

- + Proficient in Microsoft Office Suite, Outlook, and Publisher
- + Strong administrative and organizational skills.

See Attached Affiliate Level Needs