

Director of Development



Reports Directly to Chief Executive Officer

Purpose of Position:

To work with the Chief Executive Officer and Board of Directors to develop a fund development plan for long term organizational growth. To meet the goals of the fund development plan with the cooperation and participation of the staff, Board of Directors and committees. To increase community participation in the Habitat program and to assure that the mission and work of Habitat is being communicated to the general public.

Key Responsibility Areas:

Develop and nurture donor relationships, solicit house sponsors and oversee events with a focus on communications, marketing & community engagement.

- Collaborate with social media consultant on content & photos for Facebook; anything on social media that is general in nature comes from consultant; anything that is specific to Smith County Habitat must be provided to consultant, especially background stories
- Write all articles and select photos for monthly e-newsletter; provide information to social media consultant to design and publish
- Write all articles, select photos and design Spring and Fall newsletter (April/September)
- Write/print/mail appeal letters in September, March and May
- Write/print/mail end-of-year appeal letters as part of major end-of-year campaign
- Coordinate end-of-year email blasts as part of end-of-year campaign
- Make presentations to civic groups, churches, etc.
- Host table at church mission fairs
- Work with social media consultant to maintain website
- Media
 - Write press releases
 - Schedule interviews
 - Do interviews

Develop and nurture donor relationships, solicit house sponsors and oversee events with a focus on fundraising, grants and donor records.

- Maintain donor records
 - Enter all donations into Keystone
 - Write letter with tax receipt to all donors
 - Inform CEO of large donations; provide phone number for calls
 - Inform board members of donations; provide contact info
- Grants
 - Collaborate with grant writer; edit and revise grants
 - Write Junior League and Women's Fund grants
 - Make presentations grant committees
 - Write extensive grant reports for Women's Fund grant
- Create and Manage Campaigns for House Builds
 - Solicit sponsors
 - Write press releases
 - Maintain donor records
 - Collaborate with Construction Manager to coordinate volunteers when appropriate
- Fundraising event

- Solicit sponsorships
- Attend committee meetings
- Proof all marketing materials
- Maintain mailing lists
- Address and mail Save-the-Dates and Invitations
- Enter sponsor donations in Keystone/write letters/ etc.
- Promote event via Social Media
- Write/submit press releases
- Meet with event program personalities
- Help set up & tear down on day of event
- Write follow-up notes/letters
- Miscellaneous:
 - Design, proof, finalize sponsor signs for all new homes
 - Order letterhead envelopes
 - Order board name tags
 - Order homeowner plaques from Tyler Trophy for new homeowners
 - Read obituaries; sent sympathy cards & attend memorial services as appropriate
 - Maintain master mailing list

The CEO, working with the Board of Directors, may add additional responsibilities as needed.

Qualifications:

- Commitment to and belief in Habitat's mission.
- Excellent written and verbal communication skills.
- Ability to relate and work with people of different races, faiths & income levels.
- Fundraising experience.
- Self-motivated.
- Computer skills.
- Experience with committee development.
- Bachelor's degree preferred.

This is a full-time exempt position.

Please send resume to: ceo@smithcountyhabitat.org