

# Director of Development Job Description

## POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, and directing all of Houston County Habitat's fundraising including the major gifts program, planned giving, special events, grant writing programs and social media campaigns. The Director works closely with The Executive Director in all development and fund-raising endeavors.

**Location:** Warner Robins, Ga., serving Houston County

**Reports to:** Executive Director

**Status:** Full Time – 40 hours per week, Availability to work from home 2-3 days per week.

**Salary:** \$40,000 - \$50,000, based on experience, with annual bonus potential of \$5,000-\$30,000

**Benefits:** 10 paid holidays; 9 days Personal Time Off first year; 15 days annually 2<sup>nd</sup> year and increases thereafter.

**Responsibilities:** To support the ministry of building homes through developing long-term resource partnerships within the community

## QUALIFICATIONS:

- Must embrace the mission of Houston County Habitat for Humanity
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree or 3 years' minimum experience in fundraising, community outreach, sales, or public relations.

## JOB RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Oversee grant seeking including research, proposal writing, and reporting requirements.
4. Build a planned giving program with a focus on deferred gifts such as bequest expectancies.
5. Direct social media, special events, and email campaigns.
6. Coordinate fund raising special events.
7. Create and manage online donor and event pages and become knowledgeable of our current donor platform
8. Work closely with the Executive Director, and Board of Directors.
9. Make public appearances/accept speaking engagements in the community to share information about Habitat.
10. Participate in annual budget forecasting and meet annual fundraising goals.
11. Oversee fundraising database and tracking systems.
12. Cooperate and collaborate with other staff and volunteers.
13. Oversee creation of publications to support fund raising activities.

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14. Maintain gift recognition programs.
15. Demonstrate professional conduct at all times.
16. Perform other related duties as requested.

Interested and qualified candidates should send resumes to Bill Goggin, [directorhocoohabitat.org](mailto:directorhocoohabitat.org).