HABITAT PHILADELPHIA - POSITION DESCRIPTION

Position title:	Director of Development
Reports directly to:	Associate Executive Director Dept: Development
Service week (days/hours):	Monday through Friday, some Saturdays/evenings as required
Required meetings:	Board of Directors, Resource Development, Events Committees,
Personal vehicle required:	Not required, but helpful in this position

Overview

Habitat for Humanity Philadelphia seeks a Director of Development to create and lead the affiliate's overall development strategy to realize an annual fundraising goal of $3.5 million. S/he will be a creative development professional with proven experience in delivering a comprehensive fundraising strategy that drives organizational growth. S/he will bring significant annual fund and major gifts experience to the position, as well, will manage a team that includes: Annual Fund Manager, Communications Manager, Development Operations Manager, and Director of Corporate, Foundation and Volunteer Engagement. As part of Habitat's management team, the Director of Development will actively foster Habitat's culture of philanthropy to move the organization's strategic goals forward and to ensure that funding needs of the organization are met.

The Director of Development reports directly to the Associate Executive Director, works closely with the Board of Directors and leads the Development Team. S/he will also have extensive experience in helping to assess, to plan for and then build and diversify revenue. S/he will serve as a champion for Habitat's mission with both internal and external constituents. The position involves the responsibility for the design and successful execution of fundraising strategies including: major gifts, oversight of annual fund, event management and oversight of media (digital, print). S/he will collaborate closely with Director of Corporate, Foundation, Volunteer Engagement to incorporate this funding strategy with overall department and affiliate goals.

Essential Responsibilities

1. **Initiate, develop, implement and maintain annual development plan and strategy**
   - Create annual development plan in collaboration with Executive Leadership Team, Finance Committee, Resource Development Committee; oversee successful implementation of development plan
   - Collaborate with Executive Leadership Team, Board members and Resource Development Committee to establish resource development guidelines and set both long-range and annual goals
   - Establish dashboard to monitor progress and fundraising metrics
   - Engage Board of Directors and Resource Development Committee to achieve fundraising goals
   - Maintain accurate records of all income and its sources
   - Maintain and document processes and systems to support all development efforts

2. **Implement and advance major gifts strategy**
   - Train and lead development staff, including Executive Director and Associate Executive Director, in major gift portfolio work to ensure that all major donors are cultivated, nurtured and treated in a donor-centric fashion
   - Manage pipeline of current major donors; oversee cultivation of prospects
   - Oversee, Development Operations Manager who is responsible for research and data mining of the annual fund; assign donors to appropriate portfolio manager
   - Cultivate prospective donors; utilize Resource Development Committee (and others) to identify and solicit major gift prospects
   - Build robust annual fund communications strategy to retain, renew and upgrade individual donors

3. **Manage Development Team** (Communications Manager, Development Operations Manager, Annual Fund Manager, Director of Engagement: Corporate, Foundation, Volunteer)
    - Oversee all development department operations to implement fundraising plan, ensure continuity, and achieve financial goals
    - Create and implement departmental goals for department and facilitate team members creation of personal goals tied to overarching development plan; manage team to ensuring objectives are clear and attainable
    - Develop strong, cohesive development team
    - Develop Individual Giving program with a focus on renewals and upgrades; manage Annual Fund Manager to implement individual giving program
    - Support initiatives of Director of Strategic Partnerships
    - Collaborate with Director of Engagement who is responsible for corporation, foundation and volunteer stewardship, solicitation and engagement; ensure alignment of strategy with overarching departmental goals
    - Manage Development Operations Manager who is responsible for maintenance of Salesforce database to ensure data integrity; track donor retention and donor trends, as well as to ensure timely acknowledgements of cash and in-kind donations
    - Manage Communications Manager to ensure alignment of communications (print and digital media) strategy with development plan; oversee implementation of communications strategy (annual report, print/digital newsletters, website, social media).

4. **Coordinate and produce all fundraising-related special events**
    - Work with Associate Executive Director, Board and staff on all aspects of event planning and execution, including: groundbreakings, home dedications, annual appeals Giving Tuesday, Young Professionals, Ride for Homes, Building on Faith and annual Building HOPE Luncheon
    - Supervise and manage development department staff in execution of all event tasks

5. **Develop and implement comprehensive marketing and communications strategy in increase revenue**
    - Develop case for support
    - Create and supervise organizational communications, including correspondence with all stakeholders and donors, regular mailings, annual report, newsletters, other publications and website
    - Oversee growth and implementation of all media initiatives (social and print)

Minimum Education and Experience

- Bachelor's degree required in related field; Master's preferred
- 7-10 years of progressive fundraising experience with at least 3+ years of proven success in major gifts work
- Annual fund experience
- Proven people, project and time management expertise; strong leadership and people skills
- Strong multitasker; ability to prioritize with many urgent requests
- Excellent interpersonal and intercultural communication skills
- Excellent written communications, research, and organizational skills
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Experience with manipulating data and understanding CRM system; Salesforce experience is a plus
- Ability to develop, manage and meet $3.5M annual revenue budgets and prepare financial reports
- Strong event planning skills and ability to manage multiple projects simultaneously
- High energy, positive attitude, flexibility, teamwork and attention to detail
- Demonstrated understanding of Habitat for Humanity philosophy and strong desire to advance the mission.

Work Environment and Conditions:

- Most work done indoors in an office setting
- Heavy phone/email volume

- Needs to be able to work at a computer for long periods of time
- Ability to work a flexible schedule including some weekends and evenings as required
- Ability to travel to and from meetings and appointments in locations and times when public transit might not be available
- Some weekend/evening hours required
- Ability to lift and carry 25 pounds

To Apply: This full time position reports directly to the Associate Executive Director. This position offers a competitive salary and benefits based on experience. Please submit a resume and cover letter to Human Resources at HR@habitatphiladelphia.org by October 14, 2016. Interviewed candidates will be asked to provide four references (minimum two professional). No calls, please.