



**Job Title:** DIRECTOR of DEVELOPMENT

**Reports to:** PRESIDENT & CEO

### **Position Summary**

Habitat for Humanity of Greater Plainfield & Middlesex County is seeking a highly organized, detail-oriented fundraising professional to assist in shaping the future of our organization. You will manage and coordinate the fundraising effort to carry out our mission, vision, and strategies. You will lead donors toward a deeper understanding of the housing needs in our community, and challenge them to respond to those needs through the work of Habitat for Humanity.

### **Responsibilities**

- Lead the CEO, Board of Directors, volunteers, and staff to identify, cultivate and solicit donations from all sources within our community: individuals, community groups, foundations, businesses, banks, corporations and congregations;
- Be responsible for raising a goal amount each fiscal year;
- Develop and implement donor management strategy to ensure donors are given the appropriate amount of attention and communication each year: creating and managing stewardship activities and donor recognition programs;
- Develop long-term relationships through personal interactions with donors and strive to connect donor interests with the Habitat mission and ministry;
- Lead our House Sponsorship initiatives - ensuring effective solicitation, volunteer group scheduling, and excellent public acknowledgement before/during/after their commitment;
- Network through current donors and key volunteers to locate new giving prospects;
- Arrange for donors and key constituents and those with a large sphere of influence to interact with the CEO, Board of Trustees, and program staff, when appropriate;
- Take qualified donors/prospects to Habitat build sites to inform them about specific projects and encourage them to give at major donor levels;
- Represent our Habitat affiliate in various community settings, including speaking engagements directly related to resource development to spread the word about Habitat's mission and work;
- Conduct one-on-one and small group cultivation gatherings for donors and prospects;

- Research foundation and corporate prospects and create and submit grant proposals in collaboration with the CEO;
- Oversee special events and create opportunities for special event attendees to deepen their Habitat experience;
- Develop fundraising benchmarks in conjunction with the CEO and Board that include measures of success, stewardship, and communication programs;
- Oversee the day-to-day management of the development program, including effectively using donor management system to record, track, and acknowledge donations;
- Supervise the design and distribution of materials/publications to funders, current and prospective donors, and media groups;
- Provide input to the website as it relates to prospects, donors and volunteers;
- Develop and set up donor-advised funds, stock gifts, wills, etc. when requested;
- Oversee the development of press releases and other public announcements as it relates to philanthropic support.

### **Education, Experience, Skills Required**

- Proven track record of success in philanthropy, fundraising, and/or corporate sales and marketing;
- Knowledge of the best practices in marketing and development;
- Three-to-five years of fundraising experience;
- Ability to execute and implement strategic fundraising plans;
- Familiarity with New Jersey institutions, Union County and the philanthropic community;
- Expertise to plan, organize and implement multiple tasks simultaneously, experience in public speaking, ability to work with minimal supervision, excellent verbal skills, interpersonal skills, detail oriented;
- Computer proficiency in Microsoft Office, in a CRM, and/or donor management system; familiarity with Google Apps (Gmail, Drive, Calendar, Contacts) and a project management software (GANTT charts or Wrike.com) is a real plus;
- Bachelor's Degree required.

### **Personal Attributes**

- Must have a clear desire to work with low-income communities, be friendly, flexible and enthusiastic, and willing to advocate the mission of Habitat for Humanity;

- Must demonstrate a friendly, professional demeanor and maintain composure under pressure;
- Must be a good listener and be able to engage in well-considered discussions;
- Must possess ability to influence;
- Must have good anticipatory abilities and personally act on same as needs arise;
- Must be willing to understand and able to explain the big picture of the Habitat for Humanity Ministry;
- Must successfully pass criminal background check and sex offender screenings.

### **Compensation**

Habitat for Humanity of Greater Plainfield & Middlesex County is a nonprofit organization. We see this as an excellent opportunity to produce a real, tangible difference in the community and in the lives of our amazing volunteers and partner families.

We offer generous flexibility as a full-time salaried position. The annual salary range is \$55,000 – \$65,000 with potential for specific contractual incentives. No relocation assistance is available. Health benefits are available. A successful candidate must successfully pass criminal background check and sex offender screenings.

### **HOW TO APPLY:**

**Qualified applicants should submit a cover letter with salary requirements** explaining interest in the Habitat mission and this position, and a resume to [jobs@habitatgpmc.org](mailto:jobs@habitatgpmc.org) with subject: “HFH-GPMC Director of Development search”.

Habitat for Humanity of Greater Plainfield and Middlesex County is an equal opportunity employer.

**Position is open until filled.** Please accept our thanks in advance for your interest, and our apologies for not being able to respond personally to every application. *No phone calls please.*

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### **ABOUT OUR ORGANIZATION:**

Habitat for Humanity of Greater Plainfield and Middlesex County is committed to improving the lives of low income families by helping them build and buy their own simple, decent homes. Habitat offers families a hand up, not a hand out. Every partner family devotes at least 200 hours per adult of sweat equity to help build their home or a neighbor’s home and secures a 0% interest



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mortgage provided by Habitat. Habitat supports partner families with training in budgeting, home buyer education, and home and landscape maintenance training. To date, Habitat of Plainfield/Middlesex has built 47 homes locally and funded 82 homes globally through Habitat's global tithe program.

**View our interactive website to see our work in progress: [www.habitatgpmc.org](http://www.habitatgpmc.org)**