

Development Director

Ideal for someone looking for a position that has meaning, and a desire to work for an employer that is impacting the local community by providing affordable homeownership. We are interested in talking to you and invite you to join in our Mission: Seeking to put God's love into action, Lakeshore Habitat for Humanity brings people together to build homes, community, and Hope.

The Development Director is vital to the successful operation of Lakeshore Habitat for Humanity. A successful candidate would be expected to uphold the Values of Lakeshore Habitat for Humanity:

- Seeks God – Models honorable behavior, language, and actions.
- Safety – Maintains an environment free from physical hazards, unsafe actions and verbal or physical harassment.
- Hospitality – Provides a welcoming, friendly, and gracious environment for customers, donors, staff, and volunteers.
- Stewardship - The careful and responsible management of affiliate resources, donations, and capital.

General Description

Working under the Senior Development Director, and with other staff & volunteers, the primary focus for the Development Director will be to execute the organization's development plan specific related to engaging businesses and faith institutions to our ministry through giving opportunities. As a key member of the Development team, the Development Director will work to prospect and cultivate new business and faith institution donors while stewarding current donors resulting in revenue generated for our organization. This is a highly relational role that will represent the ministry in the community sharing our mission and values.

Development Director Primary Duties

- Identify and acquire additional funds for Lakeshore Habitat for Humanity
- Solicit funding from corporations and churches to fulfill the mission of Lakeshore Habitat
- Expand and diversify Lakeshore Habitat's donor base/pipeline and work closely with other team members to secure funding for the mission
- Work in partnership with the Senior Development Director to implement strong donor stewardship and relations for all major donors
- Prospect new donors, research potential relationships, and lead outreach efforts to acquire new funders and partnerships with specific attention to corporations and faith institutions
- Cultivate and solicit event sponsorships to underwrite key events annually
- Maintain an annual donor portfolio of major donors (faith institutions and corporations) at the \$2,500+ level annually, which includes researching, prospecting, cultivation, asking, retention, upgrading, and stewardship
- Manage the Volunteer Coordinator for Lakeshore Habitat
- Serve as a partner to the Development and Communications Teams in the annual planning for campaigns and social giving strategies
- Work with Construction and ReStore teams to solicit, steward and track in-kind donations
- Support the Development Team through writing and reporting on grant applications as needed

- Manage the CRM system and its effective use of Habitat’s database relating to donors, donor recognition and fundraising activity including processing donations (entering in CRM, creating thank you receipts, coordinate thank you calls and notes to donors)
- Manage Lakeshore Habitat’s three main fundraising events, including working with event committee volunteers and staff to sustain and build signature events
- Assist in creating and executing the annual fund development plan
- Participate as a member of the donor development committee
- Assist in leading any capital campaigns
- Develop relationships with local affinity groups including corporate, nonprofit, and philanthropic community groups for the purpose of information exchange and support

Required Qualifications

- Skilled communicator – both written and verbal, including formal presentations
- Strategic leader – establishing critical plans and executing them
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite or related software
- Positive and affirming personality
- High level of commitment to the “people” side of the Habitat mission
- Ability to work weekend and evening hours, as needed
- Skilled with leading, helping, supervising, instructing, persuading, mentoring, motivating, communicating, counseling, and negotiating
- Exceptional sales professional and leader for both internal staff and external partners
- Highly developed data skills – analysis, reporting and decision making

Education and Experience:

- Deep personal and business connections in the Habitat Service Area
- Bachelor’s degree or equivalent work experience in fundraising, marketing, public relations, and/or sales
- 3+ years fundraising experience
- Requires a multitasked individual who can build long-term community and financial support for Habitat

Please send resumes to Dave Rozman, Sr. Development Director, via email at drozman@lakeshorehabitat.org.