



Central Delaware Habitat for Humanity
Resource Development Manager
Job Description

Reports To: Executive Director

Supervises: AmeriCorps Marketing Coordinator & Volunteers

Time Commitment: Full time, exempt, 40 hours/week including some evenings and weekends

Summary: This position is responsible for working with the Executive Director, Board of Directors and Resource Development Committee for planning and coordinating all aspects of fund development and public relations for Central Delaware Habitat for Humanity. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. Identify, organize and manage the fundraising activities of the affiliate with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals.

Primary Roles & Responsibilities:

Planning

- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc. to be approved by the board.
- Provide monthly reports to the ED and the board which measure progress towards achieving the plan.
- Broaden Habitat's fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs.

Grant requests and administration

- Assist Executive Director with researching and writing grants for the affiliate including the ReStore.
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Administer draw requests for any funding source which operates through a "draw down" or reimbursement process.

Gifts Cultivation

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for CDHFH.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the affiliate leadership of items that would benefit CDHFH.
- Create and implement major gifts program, planned giving program, and volunteer giving program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate.
- Create and update collateral materials to support gift cultivation.

- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Ensure that the donor database information is current and accurate.
- Acknowledgement of all gifts and donations.

Events

- Manage or oversee all CDHFH events.
- Promote events to the business community as a way to support CDHFH and provide support to those groups that want to host an event.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for houses and events as needed.

Public Relations and Marketing

- Write press releases and media alerts.
- Develop and maintain media contacts with area media outlets.
- Oversee and direct all media relations, social media communication, media production and general branding of the affiliate and all its programs.
- Create marketing materials for the affiliate.
- Build and sustain working relationships and communication with community associations; housing advocates and coalitions; business leaders; lenders; grant funders; faith based organizations and churches; school administrators, schools, universities and youth groups; and other institutions.

QUALIFICATIONS:

- B.A./B.S. preferred with an emphasis or concentration in business, marketing, public relations or related field.
- Two – five years professional development and fund raising experience.
- Experience and contacts in Kent County are a plus.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
- Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity.
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaking and able to express ideas verbally and in writing.

Submit cover letter with salary requirements and resume to Jocelyn McBride, 544 Webbs Lane, Dover, DE 19904b or email info@centraldelawarehabitat.org. Open until filled. EOE.