



Job Title: Development Director

Date Posted: May, 2022

Employment Status: Salaried, Exempt

Reports to: Chief Development Officer

Job Summary

The Development Director is responsible for retaining, growing, and expanding the corporate donor base in the Habitat MidOhio service area. This position works to establish long term partnerships, strengthen existing relationships and initiate new contacts within the corporate sector. This position reports to the Chief Development Officer and will work collaboratively to ensure seamless relationship management at all levels and help ensure department fundraising goals are being met.

This position is also responsible for overseeing, planning and execution of all Habitat for Humanity-MidOhio events including event logistics, donor solicitations, communications and promotion. Additional responsibilities include: creating and managing media relations; press releases; media alerts; coordinate any interview requests; and provide talking points as needed.

Essential Duties and Responsibilities

1. Manage a portfolio of corporate donors and implement strategies to increase donations of current and new donors.
2. Exemplify excellent donor service, which includes personal thank you notes, regular contact, phone calls, and meetings.
3. Maintain accuracy of donor tracking systems and database for corporate donors, while maintaining confidentiality of donor information.
4. Facilitate presentations and meetings regarding Habitat to promote the organization in the community and cultivate relationships for donations.
5. Work in conjunction with the volunteer department to build a strong and cohesive plan to move key corporate volunteers to donor prospects.
6. Prepare reports and updates for Chief Development Officer as requested.
7. Assist Chief Development Officer in creating and managing annual department and fundraising goals.
8. Manage other development staff.
9. Oversee planning and execution of all Habitat for Humanity-MidOhio events including event logistics, communications and promotion.
10. Manage one-off fundraising campaigns as needed.
11. Manage all media relations including: press releases; media alerts; coordinate any interview requests; and provide talking points as needed.
12. Performs other duties and assignments as defined by the Chief Development Officer.

Job Requirements

- Bachelor's degree in business administration/management, nonprofit management, marketing, a related field of study, or equivalent experience.
- Minimum of five years fundraising and donor development experience.
- Strong interpersonal skills with a proven track record of corporate donor cultivation and networking skills.
- Ability to strategize and manage multiple projects.
- Excellent written and oral skills.
- Passionate about the mission of Habitat for Humanity.
- Ability to work a flexible schedule including some weekends and evenings as required.
- Self-motivated and disciplined to work independently.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work collaboratively in a team setting.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate relations.
- Demonstrated record of success in generating funding commitments from corporations.

Please send resume to: jkeller@habitatmidohio.org

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.