



JOB DESCRIPTION

Position title: Director of Fund Development
Department: Operations
FLSA Designation: Non-Exempt
Reports to: Executive Director

INTRODUCTION: Habitat for Humanity of Spartanburg (HFHS) offers two key programs for the purpose of helping community members achieve and maintain successful homeownership: the Homeownership Program and the Critical Home Repair Program. The Director of Fund Development position is an important collaborative voice of the organization and the teller of the Habitat-Spartanburg story within a variety of internal and external constituency groups including individual supporters, corporations, private foundations, units of government, and the faith community via print, broadcast, and internet media sources.

Primary Responsibilities:

SUMMARY:

The Director of Development is responsible for planning and coordinating all aspects of resource (fund) development and visibility for Habitat for Humanity of Spartanburg. Collaborative leadership is required on all initiatives including but limited to special events, major gifts, grants, sponsorship acquisition, and individual, planned, and in-kind giving as well as the marketing functions of communications, print, brand management, and social media. The Director of Development in conjunction with the Executive Director develops, directs, and oversees fund development activities for the Organization. Demonstrates personal support of and belief in the mission, values, and operating strategies of the ministry at Habitat for Humanity of Spartanburg.

ESSENTIAL DUTIES:

1. Fundraising

- a. Ensure resources to fund the construction, home repairs and support services initiatives offered to families throughout the county through the solicitation and acquisition of major donors, corporate home sponsors, private & public foundations, the faith-community, individual gifts, local funders i.e., Spartanburg County, United Way, Foundations and other state and federal units of government.
- b. Maintain, retain, and shepherd ongoing relationships with our donors through visits, calls, and special points of contact, and involve the Executive Director and Board Members to expand and personalize outreach as opportunities arise.
- c. Organize fundraising events including the annual golf tournament and provide campaign/appeal leadership to the respective committees, board members, participants, and/or staff.
- d. Cultivate new donors and expand the base for program support and home sponsorships; work in partnership with staff team members to engage volunteers as donors; support and engage the board, fund development committee, and community in the resource needs of the organization.
- e. Lead organization in the grant making process by researching and coordinating grant writing for HFHS. Coordinate the development, writing, and submission of grant proposals to third-party entities including corporations, private foundations, and units of government while maintaining a schedule of available grant making opportunities.

2. Marketing

- a. Produce messaging to position and attain new and continued support from external audiences through print, broadcast, and internet media.

- b. Both in person and through media, serve as the voice and supportive storyteller for the Habitat mission, vision, and needs: ***Mission statement – Habitat for Humanity of Spartanburg, through the engagement of faith, community, and corporate partnerships, with God’s Love enables families to attain home ownership. We change lives as we build affordable housing, repair homes, and provide support services for those in need. We help families spark generational change while transforming our community.***
- c. Assist in the design, coordination, and/or management of printed and internet materials for the organization and as relevant, the supplier and contractual relationships needed to execute the event, appeal, or marketing piece.
- d. Coordinate all program related events, speakers, and materials for funding raising activities.

3. Policy and Planning

- a. Ensure adherence to established policies for compliance and communicate directly to the Executive Director any potential threats or violations. Advocate on behalf of the organization’s needs at the local, county and state level.
- b. Partner with the Executive Director, Board of Directors, Development Committee, Staff, and/or SC Affiliate Association to implement the development and marketing plan needed to support the Strategic Plan.

4. Administrative and Financial

- a. Manage the stakeholder database and the gift acknowledgement process.
- b. Serve as the database co-administrator and point of contact for the database supplier and coordinate internal user needs.
- c. Assist in the preparation of annual organizations development revenue and expense budgets and track weekly, monthly, and quarterly progress. Prepare the monthly development dashboard report and other requested documents for the Executive Director as needed.
- d. Serve as the staff support person to the Fund Development Committee.

SKILLS AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Relationship building and people skills essential to dealing effectively with donors, community, corporations, volunteers, families, staff, and the many groups that support Habitat Spartanburg.
2. Strong resource development experience with database experience preferred.
3. The ability to target and adapt the message to a variety of audiences -- telling the story in print as well as orally is key to success; must be proficient in public speaking as well as expressing ideas in writing.
4. The ability to work collaboratively and effectively with diverse populations; engaging people, supporting committee work, and working in a team environment is key.
5. Must be self-directed and have strong project management experience to complete simultaneous projects in a time sensitive environment.
6. The ability to maintain confidential information, excel in a fast-paced environment, and work with limited supervision.
7. Knowledge of the greater Spartanburg community.

Education/Experience

- Bachelor's degree (B. A.) from four-year college or university. Master's degree or post-graduate study, preferred.
- A minimum of three years' relative work experience, preferably in a leadership or developer role, in the areas of Non-Profit Administration, Grants Making, or Community Development.
- An equivalent combination of experience and education will be considered.
- An experienced leader of groups of volunteers.

- Deep personal support for and belief in the mission and values of the Christian ministry of Habitat for Humanity.
- Previous resource development, event planning/management, and marketing experience required.
- Must be a communicator with the ability to adapt and modify the message in a professional manner with diverse stakeholders.
- A successful professional work record that would document analytical, problem-solving, finance management/budgeting oversight, and sound decision-making skills.
- Competency in computer skills, social media, and database management.

Competencies

- Proven success in researching and developing innovative, effective relationships with community-based organizations.
- Entrepreneurial, results-driven, ability to plan, implement and monitor fund raising progress and identify and implement creative approaches to increase development strategies.
- Project development and management skills. Able to administer effective decision-making processes and procedures.
- Exceptional attention to detail.
- High energy and ability to function effectively with a minimum of daily direction and support.
- Ability to work independently as well as an effective team member.

Supervisory Skills

- No direct supervision required.

Relational/Communication Skills

- Strong interpersonal and cultural competency skills to effectively work with a diverse population of donors, volunteers, community, and corporate partners. The ability to forge strong relationships. The ability to communicate effectively with maturity, self-confidence, and good judgment. Ability to meet deadlines and handle difficult situations or conflicts. Ability to navigate frequent change, delays and/or unexpected events.
- High degree of comfort with public speaking.

Language Ability

- Possess strong oral and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and process manuals. Ability to effectively present information and respond to questions from groups of managers, donors, customers, and the public. Cross-cultural experience preferred.

Math Ability

- Ability to calculate figures and amounts such as cost projections, expense, interest, reimbursements, and other financing models, proportions, percentages, and estimates. Ability to apply concepts of basic accounting.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and synthesize complex information. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to develop and implement strategic plans. Ability to solve problems and make decisions independently in a creative, effective, and efficient manner with limited information.

Computer Competencies

- To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; internet software; project management software; database software; and contact management systems. (Proficiency with Microsoft products preferred.)
- In-depth understanding of gathering and reporting both quantitative and qualitative research. Strong aptitude with Excel, data collection, surveys, statistics, question construction, data export, data analysis, data entry, data integrity, quality control and report writing.

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Category:	NA	Occasionally	Frequently	Constantly
Stand		O		
Walk		O		
Sit			F	
Handling			F	
Reach Outward			F	
Reach Above		O		
Climb	NA			
Crawl	NA			
Squat or Kneel		O		
Bend		O		
Lifting Requirements				
10 pounds or less		O		
11 to 20 pounds		O		
21 to 50 pounds		O		
51 to 100 pounds	NA			
> than 100 pounds	NA			
Pushing and Pulling Requirements				
12 pounds or less		O		
13 to 25 pounds		O		
26 to 40 pounds	NA			
41 to 100 pounds	NA			
> than 100 pounds	NA			
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

Acknowledgment:

This job description covers the primary job responsibilities but is not all inclusive. Other tasks may grow out of this role or be assigned by the Executive Director as necessary according to organizational needs.

Habitat for Humanity is an equal opportunity employer. We are dedicated to building a workforce that reflects the diversity of our community in which we live in, and serve, and creating an environment where every employee has the opportunity to reach her/his potential. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.