

## Director of Development Position Description

Pikes Peak Habitat for Humanity, a nonprofit home builder and community developer, seeks a Director of Development. This is an exciting opportunity for a proven development professional, with a passion for serving low-income families and neighborhoods, to lead Pikes Peak Habitat to the next level of community impact.

### **About Pikes Peak Habitat for Humanity**

*Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.*

Pikes Peak Habitat for Humanity is part of a global housing organization that is dedicated to eliminating substandard housing locally and worldwide. We construct, rehabilitate and preserve affordable houses; advocate for fair and just housing policies; and provide training resources to empower low-income families to be self-sustainable. Habitat was founded on the conviction that everyone deserves a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. Globally, Habitat is building one home every 4 minutes. Pikes Peak Habitat has built more than 151 homes throughout its 31-year history in El Paso County.

Pikes Peak Habitat has a \$4 million annual operating budget. We aim to annually increase charitable giving from approximately \$450,000 to \$750,000 over the next 2-3 years. Habitat consistently receives a 4-star rating from Charity Navigator.

### **GENERAL DESCRIPTION**

---

The Director of Development (DoD) is a member of Pikes Peak Habitat's senior leadership team, and develops and implements a strategic vision for the resource development program in conjunction with the organization's long term vision for community impact. The successful candidate will bring passion, creativity and energy to their work, and an established record of securing major gifts from diverse sources and leadership experience in a growing organization.

The DoD has primary responsibility for the oversight and management of Pikes Peak Habitat for Humanity's resource development program, which includes fundraising, volunteer management, marketing and communications.

The development program includes major gifts, planned giving, annual giving, direct mail, corporate and faith sponsorships, foundation giving, special events, online fundraising, volunteer management, marketing and communications.

## **CORE RESPONSIBILITIES:**

### **DONOR FUND DEVELOPMENT**

---

- Develop and successfully execute annual and multi-year fundraising plans to meet the organization's goals for addressing the growing need for affordable housing in our community and around the world. Demonstrate accountability and integrity in developing and achieving the team's goals.
- Seek innovative ways to expand the impact of our program by ensuring the organization is maximizing its potential for community support. Focus strategies on developing diverse and sustainable funding sources to meet \$4.5 - \$6 million annual budget.
- Work with Executive Director and executive leadership team to uphold organization's vision, values and mission as the guide for our work; to ensure organization's financial sustainability and to build a highly competent, innovative and mission-driven team.
- Personally manage top donor and prospect accounts to secure 5 to 6 figure gifts annually. Support the Executive Director, Board of Directors and resource development committee to increase cultivation and solicitation activity to increase giving.
- Leverage sponsorship program to utilize volunteer opportunities to raise funds and grow volunteer program. Oversee coordination of volunteer program and participants, ensuring adequate resource and volunteer utilization within the homebuilding and homeownership program.
- Ensure adherence to the organization's fundraising values, Habitat for Humanity International's Collaborative Development Handbook, and recommendations of Association of Fundraising Professionals, including AFP Code of Ethical Standards and the Donor Bill of Rights.

### **DONOR RELATIONSHIP DEVELOPMENT**

---

- Utilize Habitat for Humanity's brand to develop new resources for the organization and advance our mission. Promote and protect our brand internally and externally to ensure full compliance with brand policy and usage requirements.
- Cultivate current and potential donors through communications and marketing. This includes quarterly and monthly newsletters, social media, public speaking, website development, print and electronic materials, media releases and tabling at workplace giving events.

### **ADMINISTRATION**

---

In addition to the Executive Director, the DoD will work closest with the Board of Directors and several Committees including Development, Faith Relations, Marketing and Events to identify potential donors and community partnerships, and provide oversight of initiatives and engagement through various events, marketing and public relations.

- Direct reports include a Grant Writer, for research, proposal writing, and reporting; a Development Associate for database, CRM, moves management and prospect research; and a Volunteer Manager to encourage Adopt-A-Days and effective volunteers on site and at the ReStore.

## QUALIFICATIONS:

### **KNOWLEDGE, SKILLS, ABILITIES**

---

- Passion for Habitat’s mission and goals to build a world where everyone has a decent place to call home.
- Ability to authentically represent organization and its values with variety of donor types.
- Professional and leadership qualities including: initiative, decisive and sound judgment, strategic thinking, ethical business acumen, team building and teamwork, compassion and empathy.
- Demonstrated success with identifying and securing funds from diverse philanthropic communities, such as corporations, individuals and faith based congregations, to meet fundraising budgets in excess of \$1 million.
- Major donor experience with a proven track record of raising 5 and 6 figure major and 2 planned giving gifts annually.
- Accomplished and proven staff supervisor with an inclusive management style.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to build strong relationships.
- Ability to balance the creation and implementation of Development’s strategic plan objectives that support the Board of Directors’ Strategic Plan.
- Ensure that donor appreciation is an essential component of our everyday work.
- Working knowledge of Microsoft Office Suite, knowledge of fundraising software (Bloomerang) preferred.

### **EDUCATION, EXPERIENCE**

---

- BA/BS degree required. Master’s Degree preferred in Non-Profit Management, Business, Finance, Marketing or Public Policy helpful.
- 10+ years of professional development or relevant experience with 5+ years of experience leading development programs responsible for \$750,000+ philanthropic budgets.
- Experience with volunteer management and communications/marketing is ideal.
- Experience with diverse facets of fundraising and demonstrated ability to successfully source and secure funds for a non-profit organization.
- Valid driver’s license with good driving record and proof of automobile insurance.

### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

Ability to travel to and from meetings and appointments in locations and at times when public transportation is unavailable.