



POSITION DESCRIPTION
www.habitatmetrodenver.org

Title: Director, Leadership Giving	Employment Status: Full-time
Department: Resource Development	FLSA Status: Exempt
Reports to: Chief Development Officer	Supervises: Development Associate and Donor Data Specialist

May 2023

Who You Are:

You’re someone who creates meaningful connections, and you are passionate about telling impactful stories that inspire and influence. You pivot effortlessly between internal staff meetings, emails, calls, and visits with donors. You are proud of your ability to make a personal impact and are skilled at rallying a team when needed. People often comment that you seem to know lots of different people in our community and keep your eye on the big picture while not losing track of the finer details. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it’s time to find an opportunity to be part of something larger – something more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 44-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver’s **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Director of Leadership Giving works closely with the Chief Development Officer on the strategy, oversight, and execution of annual fundraising goals for individual donors. This role is a manager and mentor to a small team of employees, and works collaboratively with the entire Resource Development team to deliver high quality results.

A savvy fundraiser leader energized by the opportunity to dig into donor research, cultivation, solicitation, and stewardship in support of the Habitat's mission and the Individual Giving program. You will consistently and effectively advance Habitat Metro Denver's mission to build homes, communities, and hope by creating robust, authentic relationships with donors. To be successful in this role you must enjoy the art of engaging donors, be an active, and attentive listener, and follow-up consistently to close gifts.

The following reflects the organization's definition of essential functions for the position but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential position functions.

CORE RESPONSIBILITIES

- Oversee a pipeline of approximately \$2MM+ annually from current Individual Donors, and work in partnership with the Chief Development Officer to plan and execute individual giving strategies.
- Maintain a personal portfolio of approximately 150 donors, cultivating, soliciting and stewarding them through the entire fundraising cycle.
- Create relevant and compelling engagement opportunities, specifically for major and mid-level donors, which align donor interest to the organization's strategic objectives.
- Collaborate closely with the Major Gifts Officer and Development Manager, Faith Relations in support of Individual Faith-Based Donors.
- Manage and mentor Development Associate(s) to ensure a robust annual fund program is in place, along with implementing monthly giving and planned giving strategies.
- Manage and mentor a Donor Data Specialist, ensuring gift processing best practices are maintained for accurate donor records and timely gift acknowledgement.
- Assist in strategic support for special events including Breakfast for Humanity, CEO Build, etc.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability and desire to engage in conversations with donors via phone, zoom, email and in-person.
- High degree of emotional intelligence. Demonstrated ability to show tenacity and drive results.
- Highly effective communication skills (written, verbal, interpersonal).
- Ability to think strategically and creatively and work well under pressure, with strong project management skills.
- Ability to use discretion and maintain integrity and professionalism.
- Ability to respond accurately and thoroughly to donor inquiries.
- Demonstrate energy and passion for Habitat's mission and values in all aspects of the position.
- Able to work independently without close oversight; self-motivated, creative, and flexible with the ability to plan, prepare, pivot, execute and follow up.
- Exhibit qualities valued in a collaborative work environment characterized by a growth mindset: integrity, trustworthiness, creativity, persistence, and compassion.
- Relevant education and experience may be substituted as appropriate.
- Flexibility with scheduling (some evening and weekend events to attend)
- Proficiency with Microsoft Office required, and Raiser's Edge NxT preferred.

EXPERIENCE

- Minimum 5 years of experience in fundraising required, or related field (required).
- Experience with fundraising in a non-profit environment is preferred. Familiarity with affordable housing is a plus.
- Has managed a team of people (preferred).
- Demonstrated ability to work successfully with and respect the confidentiality of information pertaining to a wide variety of constituents including donors, board members, volunteers, and colleagues.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS POSITION

- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) *During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.*

WORK ENVIRONMENT & CONDITIONS:

- Flexible schedule including early mornings, late nights, and weekends as required for special fundraising events as needed.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.
- Ability to sit at a desk and computer for extended periods of time.
- Proof of COVID-19 vaccination is currently NOT required for employment.

The expected starting annual salary range for this position is \$90,000 - \$100,000, with consideration given for applicable education and experience above the minimum requirements. The full annual salary range for this position is \$85,000 – \$116,000.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please apply by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=26829&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our Careers Page:

<https://habitatmetrodenver.org/about/careers/>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.