



Job Title: Development Director
Department: Development
Reports To: Associate Executive Director
Prepared Date: 7/15/2026
FLSA Status: Exempt, Full-Time
Pay Rate: \$75,000 annually, Comprehensive Benefits Package <https://www.stvrainhabitat.org/employment-opportunities>

Habitat for Humanity is committed to building the Beloved Community (<https://www.habitat.org/beloved-community>) through equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSVV as an equal opportunity employer on our website: www.stvrainhabitat.org/employment-opportunities

Position Summary: We are seeking a dynamic and experienced Director of Development to lead development team which includes fundraising, resource development, communications, government advocacy, community and volunteer engagement, and public relations team. The Director of Development will be responsible for managing all programs, personnel, and ongoing performance related to these areas.

Essential Duties and Responsibilities:

Create and execute a comprehensive \$1.7+ million plan to achieve annual fundraising and community engagement goals in support of the organization's strategic plan and to ensure steady growth and sustainability over the next 3-5 years.

Unrestricted Fundraising

- Create and execute a comprehensive fundraising strategy for individual giving, major donor cultivation, legacy donors, community funders and corporate engagement.
- Oversee and maintain a comprehensive database/CRM of donors, volunteers, and supporters.
- Set and meet individual, corporate, and faith donation goals through face-to-face engagement and donor solicitation.
- Cultivate and steward relationships with a diverse group of donors, sponsors, and community partners.
- Set and meet goals for individual, corporate, faith, foundation, and community donations.



- Lead the planning and execution of special events and campaigns to raise awareness and funds.
- Oversee the stewardship, gift accounting and reporting functions ensuring that all donors receive personal and timely acknowledgement of their gift.
- Develop and implement plans for direct donor mailings, appeal letters, newsletters, and other outreach to solicit funding support for affiliate activity.

Restricted Fundraising

- Manage a robust and growing grant portfolio including large government grant contracts.
- Research, identify, and pursue additional grant sources.
- Management and tracking of all grant reporting and compliance.
- Oversee grant writing process for timely grant submissions.
- Steward information, data, and stories to write and submit grants

Communications and Marketing

- Manage the communications strategy, including media relations, social media and website content.
- Oversee the creation of all communications and marketing materials to ensure a consistent, inclusive and accessible message and look that builds the case for support.
- Ensure marketing appeals to a diverse audiences and abilities including Spanish language publications.

Staff Management

- Motivate, supervise, evaluate, and mentor the development staff team and create a supportive, collaborative, productive work environment.
- Clearly communicate expectations and responsibilities and hold staff accountable for goals and objectives.
- Actively participate in organization wide leadership and strategic planning.

Advocacy

- Manage the advocacy efforts of Habitat for Humanity's mission of creating affordable homeownership opportunities at the local, state, and federal levels.
- Monitor issues that will have future impacts on the construction of affordable housing and position Habitat as a key stakeholder in guiding those decisions.
- Develop strategy with the Executive Director on individual issues at local, state and federal levels.



- As an informed advocate for Habitat and affordable homeownership, serve as one of the key spokespeople for the organization.

Volunteer and Community Engagement

- Represent Habitat at community events and various Habitat functions.
- Oversee the creation and maintenance of diverse community partnerships.
- Oversee the volunteer program for construction, ReStore and office volunteers including recruitment, training, tracking and acknowledgment.
- Assure policies, practices and procedures for volunteers are consistent with Habitat international, state, and local laws including Habitat for Humanity safeguarding standards.
- Identify and engage communities representing diverse demographic backgrounds including race, ethnicity, gender, gender expression or identity, sexual orientation, ability and age for the success of the affiliates goals in building the Beloved Community.

Financial and Compliance Responsibilities

- Ensure compliance with all applicable laws, regulations and ethical standards related to fundraising and development activities.
- Work with the finance department to ensure accuracy in tracking and reconciliation of financial reports, donor gifts and grant funding receipt.
- Assist in the development of the annual budget through projected income and development expenses.

Additional Responsibilities

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as assigned to meet the ongoing needs of the organization. This includes but is not limited to:

- Assisting colleagues within the department or collaborating with other departments as needed.
- Participating in occasional group activities or events.
- Contributing to shared cleaning duties and maintaining a clean and safe work environment.
- Taking on new tasks and responsibilities as they arise.

Education and Experience Required

- Passion for building affordable homeownership opportunities.
- Bachelor's degree in related field or substantial equivalent experience.



- Creative fundraiser with at least 5 years' experience and a proven track record in a full range of fundraising activities.
- Collaborative and inclusive team player who works effectively and constructively with diverse colleagues and staff.
- Excellent communication skills, both written and oral, and an ability to engage a wide and diverse range of donors and key stakeholders to build long-term relationships.
- Integrity and transparency, ability to treat colleagues, donors, volunteers, community members, homeowners and homebuyers with respect while maintaining confidentiality.
- Exceptional planning and prioritization skills to set and meet deadlines.
- Flexible and adaptable work style with the ability to work some nights and weekends, manage competing demands and work independently.
- Previous management of budgets and staff.
- Competency with computer programs such as CRMs and Microsoft suite products
- Understanding of the relationship of housing insecurity, historic discrimination, and systemic unjust housing framework in the United States.

Preferred Qualifications

- Bilingual in English and Spanish
- Master's degree in related field
- Prior non-profit experience
- Prior volunteer experience with Habitat for Humanity

If you feel you are qualified and wish to apply for this position:

Interested candidates should submit a resume, cover letter to Julie Gallegos at jgallegos@stvrainhabitat.org Please include "Development Director" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

About Habitat for Humanity of the St. Vrain Valley visit www.stvrainhabitat.org