



JOB DESCRIPTION

POSITION TITLE: Director of Development

Department: Development

Classification: full-time, exempt

Reports to: CEO

Review Date: _____

Reviewed By: Matt Johnson

CHICAGOLAND HABITAT FOR HUMANITY:

Chicagoland Habitat for Humanity is a support organization for the eight Habitat for Humanity affiliates in the Chicagoland area with a goal to significantly increase the number of families served in the region. Chicagoland Habitat for Humanity focuses on raising funds, raising awareness and developing collaborative efforts and shared services to create efficiencies, so that Habitat for Humanity across Chicagoland can transform more families and communities through responsible home ownership.

It is our commitment to create opportunities for families to thrive; to revitalize neighborhoods and build community; to help transform individuals and families through home ownership. We do this by making housing affordable to hardworking people without access to conventional financing. We offer families a hand *up*, fueled by our core values of dignity, self-sufficiency, collaboration, and hope.

DIRECTOR OF DEVELOPMENT

JOB SUMMARY:

The Director of Development is responsible for directing the Development function at Chicagoland, with particular focus on individual major and planned gifts, and corporate/foundation funding, but also including donor research, annual fundraising, and acknowledgement and reporting. The Director is also responsible for collaborating with the 8 affiliates in the region to increase their local fundraising, through coordination, support and training.

JOB QUALIFICATIONS:

- Commitment to the mission of the Chicagoland Habitat for Humanity.
- Bachelor's degree or equivalent required. Master's degree preferred.
- 5-7+ years of fundraising related experience required.
- Demonstrated accomplishment in achieving fundraising goals by making direct solicitations with individuals, corporations, and foundations.
- Demonstrated written communication skills and experience writing solicitation materials, proposals and other customized and strategic materials.
- Demonstrated experience working with volunteers and donors. Experience working with other staff on collaborative activities.
- Strong organizational skills and attention to detail.
- Computer experience, including word processing and spreadsheet applications. Knowledge of Raisers Edge a plus.
- Enthusiastic and good telephone skills.
- Experience and knowledge of Chicago and surrounding area highly desirable.

PHYSICAL REQUIREMENTS:

X walking X sitting ___ climbing ___ kneeling ___ crouching ___ stooping X standing
___ pushing (25 pounds) X lifting (25 lbs.) X carrying (25 lbs.) ___ pulling (25lbs.)

JOB DUTIES/RESPONSIBILITIES:

AFFILIATE FUNDRAISING (20% of time)

- Works with eight local affiliates helping them achieve their local fundraising goals.
- Assists in identifying potential individual, corporate, and foundation funders for local support.
- Assists and sometimes lead cultivation and solicitation of local funders on affiliate behalf.
- Assists in training of fundraising skills and techniques as appropriate.
- Meets and interacts with local affiliates to ensure trusting and respectful relationships related to fundraising.

NOTE: Although only 20% of time, affiliate partnerships are woven into all fundraising and need to be coordinated and communicated with local affiliates.

CORPORATE AND FOUNDATION GRANT FUNDING (25% of time)

- Oversees submission of 15-20 grant applications for Chicagoland Habitat for Humanity.
- Develops and maintains grant annual application calendar for all grant requests.
- Performs all grant administration functions such as program evaluation, reporting, stewardship for each funded grant.
- Monitors grant budgets, program goals, and monthly performance related to grants.
- Works closely with and communicates relevant grant information with affiliates, when applicable.

MAJOR AND PLANNED GIVING MANAGEMENT (35% of time)

- Manages a portfolio of relationships with donors and prospects including completion of 60 – 70 personal visits per year with donors and prospects.
- Personally responsible for developing written solicitation plans for new and current major gift donors and prospects, for senior staff and volunteers.
- Direct and train volunteers who will cultivate and solicit Major and Planned Gift donors and prospects.
- Manage the major gifts and planned giving program, and related fundraising goals.
- Assist to create and manage a prospect research and management process to guide cultivation and solicitation activities, and towards a broader culture of philanthropy.
- Implement a donor stewardship/recognition program.

ANNUAL FUNDRAISING AND DEVELOPMENT SERVICES (20% of time)

- Manage the Annual Fund mail appeals
- Oversee donor gift processing, acknowledgement and reporting.
- In partnership with the CEO, develop fundraising goals and an overall plan, with accompanying budget.
- Staff the Development Committee of the Board of Directors.
- Other duties as assigned by the CEO.

ACCOUNTABILITIES: (end results that job should achieve)

- Increase funds raised from major and planned gifts
- Improve donor relationship building through stronger prospect management process
- Strong collaborative fundraising coordination with local affiliates and Habitat International
- Increased funds to local affiliates, particularly individuals and corporations.
- Increased funds raised from grants towards Chicagoland and, if applicable, to affiliates
- Increase number of foundation funders to Chicagoland Habitat for Humanity

HOW TO APPLY

Please submit cover letter and resume to jobs@chicagolandhabitat.org. No phone calls please.

Chicagoland Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified staff for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.