



## JOB DESCRIPTION

**POSITION TITLE:** Development Manager

Department: Development

Classification: full-time, exempt

Reports to: CEO

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### **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. Habitat for Humanity makes 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.

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### **DEVELOPMENT MANAGER**

#### **JOB SUMMARY:**

The Development Manager is responsible for implementing development functions at Chicagoland Habitat. Chicagoland Habitat's team collaborates with the 8 affiliates in the region to increase their local fundraising, through coordination, support and training. This is a unique organization as we are creating a collaborative model that could be replicated across the Habitat for Humanity network. This position has the opportunity to work directly with the CEO to shape the fundraising program, and to grow within the organization. The ideal Development Manager thrives on creative innovation and pioneering collaboration.

#### **JOB DUTIES/RESPONSIBILITIES:**

##### AFFILIATE FUNDRAISING AND SUPPORT (30% of time)

- Assist in identifying potential individual, corporate, and foundation funders for regional or local support.
- Conduct fundraising research and prepare briefings and/or solicitation materials.
- Assist in solicitation of local funders on affiliate behalf.
- Coordinate monthly meetings of local affiliate fundraising staff.
- Meet and interact with local affiliates to ensure trusting and respectful relationships related to fundraising.

NOTE: Although only 30% of time, affiliate partnerships are woven into all fundraising and need to be coordinated and communicated with local affiliates.

##### MAJOR AND PLANNED GIVING MANAGEMENT (20% of time)

- Supported by Board of Directors and CEO, assist with stewardship of existing major and planned donors
- Conduct research and prepare briefings and/or solicitation materials

##### EVENT COORDINATION AND SPONSOR COMMUNICATION (40% of time)

- Supported by Board of Directors and CEO, assist with securing sponsors for two fundraising events
- Work with Chief Marketing Officer on marketing materials, sponsorship packages, and other collateral
- As directed by CEO, communicate with potential and secured sponsors for event
- Communicate with outside consultant on logistics and outreach to ensure successful annual gala
- Communicate with the Chicago Auto Show and local affiliates as part of First Look for Charity. Attend monthly meetings and facilitate input from the affiliates into the annual event.



#### ANNUAL FUNDRAISING AND DEVELOPMENT SERVICES (10% of time)

- Assist with the Annual Fund mail appeal
- Coordinate donor gift processing, acknowledgement and reporting.
- Staff the Development Committee of the Board of Directors.
- Other duties as assigned by the CEO.

#### **JOB QUALIFICATIONS:**

- Commitment to the mission of the Chicagoland Habitat for Humanity.
- Bachelor's degree or equivalent required.
- 3+ years of fundraising related experience required.
- Demonstrated accomplishment in achieving fundraising goals.
- Demonstrated written communication skills.
- Strong organizational skills and attention to detail.
- Experience working with partners on collaborative activities; Enthusiastic and good interpersonal skills
- Computer experience, including word processing and spreadsheet applications a must. Knowledge of Raiser's Edge or similar platform desired.
- Experience and knowledge of Chicago and surrounding area highly desirable.
- Travel to events, conferences and donor meetings.

**SALARY RANGE:** \$65,000-75,000, depending on experience, plus annual bonus. The position includes 15 vacation days, 10 paid holidays, health and dental insurance, and additional generous benefits. This is a hybrid office-home position, with 2-3 days/week in the office at 328 S. Jefferson, Chicago.

#### **HOW TO APPLY**

Please submit cover letter and resume to [jobs@chicagolandhabitat.org](mailto:jobs@chicagolandhabitat.org). No phone calls please.

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*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.*