



JOB DESCRIPTION

POSITION TITLE: Director of Development

Department: Development

Classification: full-time, exempt

Reports to: CEO

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.

DIRECTOR OF DEVELOPMENT

JOB SUMMARY:

The Director of Development is responsible for directing the Development function at Chicagoland. The Director is also responsible for collaborating with the 8 affiliates in the region to increase their local fundraising, through coordination, support and training. This is a unique position as we are creating a collaborative model that could be replicated across the Habitat for Humanity network. We are seeking a Director who thrives on creative innovation and pioneering collaboration.

JOB DUTIES/RESPONSIBILITIES:

AFFILIATE FUNDRAISING AND SUPPORT (25% of time)

- Work with eight local affiliates helping them achieve their local fundraising goals.
- Assist in identifying potential individual, corporate, and foundation funders for local support.
- Assist and sometimes lead cultivation and solicitation of local funders on affiliate behalf.
- Coordinate meetings and trainings of local affiliate fundraisers
- Meet and interact 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)

- Oversee submission of 8-12 grant applications for Chicagoland Habitat for Humanity.
- Develop and maintains grant annual application calendar for all grant requests.
- Perform all grant administration functions such as program evaluation, reporting, stewardship for each funded grant.



- Monitor grant budgets, program goals, and monthly performance related to grants.
- Work closely with and communicates relevant grant information with affiliates, when applicable.

MAJOR AND PLANNED GIVING MANAGEMENT (20% of time)

- Manage a portfolio of relationships with donors and prospects including of 15-20 meetings per year.
- Personally responsible for developing written solicitation plans for new and current major gift donors and prospects, for senior staff and volunteers.

EVENT COORDINATION (20% of time)

- Coordinate with outside consultant to ensure successful annual gala
- Coordinate 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)

- Manage the Annual Fund mail appeal
- 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.

JOB QUALIFICATIONS:

- Commitment to the mission of the Chicagoland Habitat for Humanity.
- Bachelor's degree or equivalent required.
- 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.
- Experience working with partners on collaborative activities.
- Strong organizational skills and attention to detail.
- Computer experience, including word processing and spreadsheet applications. Knowledge of Raisers Edge or similar platform.
- Enthusiastic and good interpersonal skills
- Experience and knowledge of Chicago and surrounding area highly desirable.
- Travel to events, conferences and donor meetings.

ACCOUNTABILITIES:

- Improved donor relationship building through stronger prospect management process
- Coordinated collaborative fundraising 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



- Increased number of foundation funders to Chicagoland Habitat for Humanity

SALARY RANGE: \$80,000-\$90,000, depending on experience, plus potential bonus. The position includes 15 vacation days, 10 paid holidays, and additional generous benefits. This is a hybrid office-home position.

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.