

**Director of Development
Habitat for Humanity Lake County, IL**

Do you enjoy sharing your passion of mission and inviting people to support it?

Do you enjoy building teams and mentoring staff?

Does testing and implementing new development strategies excite you?

Do you have 5+ years of progressive development experience and 4 years supervisory experience?

Are you interested in joining a dedicated, fresh and new development team?

You may excel in the role of **Director of Development** for **Habitat for Humanity Lake County, IL** based in Waukegan, IL. This is a **permanent, full-time** position.

Is This Your Dream Job?

The **Director of Development** is a key leader in creating financial resources to ensure everyone has a safe and affordable place to live by building homes, communities and hope in Lake County, IL. Focusing on our strongest stakeholders: individuals, foundations, and corporations, the Director of Development asks for funds and leads other staff, board members and volunteers to raise funds. The Director of Development creates and implements development strategy, prospect research, and donor identification and cultivation in a clear and tracked process in conjunction with our 3 year strategic plan to ensure that the affiliate has sufficient resources to fund our mission annually and for growth. This role will provide leadership, mentorship and professional development opportunities for the development team. He or she will report to the Executive Director and supervise the Marketing Manager, and Volunteer Coordinator and partner with the ReStore Procurement staff, with potential for additional direct reports. HFHLC offers a dynamic work environment with tangible results and client interaction, work/life balance and the chance to join a dedicated, cohesive and enthusiastic team

Benefits include:

Flexible Spending Account for Medical, Dental and Vision, etc .and 403(b)

Our Ideal Candidate

- 5+ years progressive experience in development: broad range of experience in individual, corporate and foundational giving as well as major gift solicitation, with grant experience desired
- Demonstrated experience soliciting 5 to 6 figure corporate gifts, and 4 to 5 figure individual gifts required
- Experience developing strategy, implementing best practices and executing a plan
- At least 4 years' experience supervising and mentoring teams
- Bachelor's degree, Advanced degree preferred
- CFRE preferred
- Experience with Raiser's Edge, required
- Ability to implement strategies for donor engagement while training and mentoring the development team
- Ability to get buy-in from other staff, board members and to collaborate across departments

- Go-getter, self-motivated, collaborative, understanding, approachable, easy-going with ability to work with multiple personalities
- Strategic, proactive, creative thinker
- Dedication to and enthusiasm for the mission of Habitat for Humanity Lake County, IL

How You Will Spend Your Day

- Collaborating with various team leaders to develop annual and long-term fundraising plans
- Maintaining a portfolio of donors, some long-term and some new, including asking for donations, includes local travel
- Providing mentorship and management for the Development team, establishing a collaborative culture that places donors' needs first
- Creating policies and procedures that ensure a positive donor experience; building steps and processes for donor stewardship, recognition, etc.
- Managing a comprehensive solicitation, benefits fulfillment and customer service program for all donors: preparing mid-size donors for major-giving tactics and establish long-term loyalty
- Collaborating with the Executive Director and Marketing Manager in communication with major donors

Requirements

- Bachelor's degree in a relevant field and minimum of 4-6 years of nonprofit development experience in a medium to large organization(s)
- Demonstrated ability to "ask and close" in donor relationships
- Excellent communication skills – oral, verbal, written, electronic, interpersonal and customer service
- Excellent interpersonal skills coupled with the ability to establish and deepen trust over time and display the highest degree of integrity in all interactions with staff, board, and donors
- Strong computer skills including proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint) as well as social networking and fundraising software (Raiser's Edge preferred)
- Experience in marketing, advertising, or public relations with graphic skills a plus
- Self-motivated with creative problem solving skills; ability to organize and prioritize work and meet critical deadlines; goal orientation; and strong attention to detail
- Ability to create, understand and communicate financial analysis and reports related to development
- Ability to organize systems, information with diverse teams of paid and volunteer staff to complete projects
- Spanish language a plus
- Availability to work limited evenings and weekends, typically not more than twice per month; and
- Eagerness to work in a team environment

We'd love to hear from you

If this sounds like the job for you, we would love to help make that happen. Please submit a resume with "**Director of Development**" in the subject line.

Know a friend who would be a great fit? Feel free to send us their resume as well.

Send resume to: jdonovan@habitatlc.org

About Habitat for Humanity Lake County, IL

Habitat for Humanity is a nonprofit, ecumenical Christian housing ministry which builds strength, stability and self-reliance through shelter. Habitat serves families by building, rehabilitating and repairing homes with low-income families in focus neighborhoods. Through the Neighborhood Revitalization Program Habitat partners with community residents, municipalities, congregations and businesses to improve neighborhoods block by block through physical repairs, clean-ups and community improvement projects.

Habitat is not a give-away program. Partner Families purchase their houses at no profit with no-interest mortgages. In addition they invest 500 hours of their own labor on the construction of their home and in an intense education program focused on financial literacy and home and yard maintenance. Since 1989 Habitat for Humanity Lake County has served over 200 families with 1,000 individuals - through affordable housing solutions. For more information, visit www.habitatlc.org 847-623-1020