



## DEVELOPMENT DIRECTOR

November 6, 2018

<b>Job Title:</b>	Development Director	<b>Salary Range:</b>	85K-95K
<b>Reports to:</b>	Chief Executive Officer	<b>Job Location:</b>	Santa Rosa Office
<b>Hours/Week:</b>	40	<b>FLSA Status:</b>	Exempt
<b>Status:</b>	Regular, At Will	<b>Pay Basis:</b>	Semi-Monthly

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### Mission and Roles

Habitat for Humanity of Sonoma County brings people together to build homes, community and hope.

#### Development Director Mission:

To accelerate growth of public & private revenue, in-kind and volunteer resources, to realize Habitat for Humanity Sonoma County's vision and achieve its goal to build 600 units of affordable housing in 8 years.

#### Development Director Roles:

- To define HFHSC's strategic resource development objectives and provide leadership, build systems and align teams to achieve them.
- To build and steward relationships with local and national key stakeholders, donors and funders and ensure development growth.
- To engage regularly in face to face cultivation and solicitation contacts with key donors and funders and support CEO and the Board to do the same.
- To manage and coordinate marketing and communications activities to engage all community stakeholders, build brand equity and inspire increased giving.
- To foster a culture of philanthropy and assure that HFHSC's culture, systems and procedures support development and vice versa.
- To lead and manage the Fund Development Team and assure open and effective communication and cooperation between appropriate teams and staff.
- To develop, represent and communicate HFHSC's development interests to the Board, Executive Committee and Fund Development Committee.
- To develop effective and comprehensive development strategies, initiatives and campaigns and oversee, manage and monitor efficient processes to support them.
- To ensure the development, motivation and evaluation of human resources working to further HFHSC's fund development objectives.
- To lead and manage a culture of continuous improvement (Kaizen) and organizational learning (Hansei).

### **Development Director Responsibilities:**

1. Create a challenging and achievable **Development Plan** combining on-going, project-based, mini capital campaigns, with funding for organizational operations.
2. Establish, sustain and grow a **Major Gifts program** centered on individuals, families and organizations, as the center piece of the organization's fund development strategy.
3. Manage all functions of an effective, **comprehensive Development Program** including, direct mail, donor stewardship, grants management, fundraising and donor recognition events, and donor database management through in-house staffing or through contracted services.
4. Coordinate the **active participation** by the CEO and Board Members in the stewardship, cultivation and solicitation of key donors and funders.
5. Initiate a broadly-based **Planned Gifts program** to build both an Endowment and a Board Restricted Operating Reserve, with appropriate policies, marketing, donor stewardship and organizational commitment.

### **Development Director Key Attributes, Characteristics & Skills:**

#### The Ideal Development Director

- Takes full ownership of HFHSC's development interests
- Exudes integrity, credibility and authenticity
- Is business-savvy and facile with financial information and systems including budget management
- Is an excellent communicator; articulate, passionate and inspiring
- Is poised, polished and professional
- Empowers, develops and supports Team Members
- Is creative, innovative and well-informed
- Is current on state-of-the-art philanthropic and marketing best practices
- Is media-savvy and well connected both in the community and nationally

### **Requirements/Qualifications:**

- Bachelor's degree plus a minimum of 7 years fund raising experience in a professional position is required.
- Demonstrated track record of high-impact fundraising in applicable environments is required.
- Demonstrated history of progressively increased responsibilities in fundraising roles is required.
- Baseline certification in fundraising; CFRE (Certified Fund Raising Professional) or related certification is preferred.
- Education, training or experience in finance and/or business management highly desirable.