

ABOUT HABITAT

Established in 2000, Habitat for Humanity of Southern Santa Barbara County is a local nonprofit committed to building strength, stability and self-reliance through shelter. We partner with low-income individuals and families in Southern Santa Barbara County to build or improve a place to call home. Homeowners build alongside volunteers and purchase their home, paying an affordable mortgage. By the end of 2018, Habitat for Humanity of Southern Santa Barbara County will have built 22 new homes for 84 people, 50% of which are children, as well as help rebuild and repair 150 homes.

Job Summary:

Habitat Santa Barbara seeks a Development Director to lead our fundraising and communications efforts in support of a \$1.3M annual fundraising budget to support program operations. This position serves in a leadership role responsible for guiding all aspects of the organization's fundraising initiatives in partnership with the CEO. The successful candidate must think and act strategically and will possess integrity, professional credibility as a successful fundraiser, have outstanding written / verbal communication skills, and a thorough knowledge of best practices in this field. The ideal candidate is a person who thrives in a dynamic environment and wants to combine professional achievement with a passion for enriching the lives of others. Position reports to the CEO and supervises a small development team and related fundraising contractors/consultants.

QUALIFICATIONS:

The ideal candidate will have the following characteristics:

Education

- Bachelor's degree required; master's degree preferred.
- Significant related experience may substitute for a higher degree.

Experience

- At least five years of experience in fundraising.
- History of major giving experience with gifts secured of at least \$25K.
- History of creating and implementing comprehensive strategic fundraising plans.
- Experience with budget development and monitoring.
- Experience with relationship management, donor stewardship, and major giving.

Communications

- Outstanding presentation and communication ability.
- Ability to comfortably interact with diverse audiences including donors, Board members, and community groups.
- Experience managing digital, print and media campaigns.

Skills

- Excellent planning and organizational skills, including the ability to anticipate tasks, set priorities and meet deadlines.
- Strong collaborative skills: ability to work as a leader and as part of a team.
- Proficiency with software tools such as Microsoft Office suite and donor databases.

Passion

- Willingness to support the mission and principles of Habitat for Humanity.
- Ability to work a flexible schedule to accommodate fundraising, volunteer, and external events and meetings including nights and weekends.
- High ethical standards, good judgment, diplomacy and tact.

KEY RESPONSIBILITIES:

Fundraising

- Develops and implements an overall strategic fundraising strategy, including grants, donations, and events.
- Plans, implements, and manages all fundraising campaigns including annual giving and capital campaigns, special projects, social media and other related solicitations.
- Identifies, cultivates, solicits, and stewards individuals, corporations, faith groups and foundations to secure support for Habitat; integrates volunteer program with fundraising program.
- Works with CEO to develop strategies for major gifts.
- Develops a comprehensive planned-giving program.
- Assists with donor relations: gift acknowledgment, pledge fulfillment and gift renewals.
- Supervises part-time grants manager, Development AmeriCorps and volunteers.

Events

- Plans and manages special events meeting strategic fund development and communication goals.
- Serves as staff lead for fundraising and event committees.

Marketing

- Works closely with the CEO and PR Committee to develop a public relations plan and an advertising plan to promote Habitat's mission
- Works productively with CEO and Campaign Committee to create and implement a communication and promotional plan for the capital campaign.
- Designs and oversees production of all major publications, including the newsletter, annual report, fundraising letters, and pledge program materials.
- Manages website content and all digital outreach including social media.
- Supports external affairs for both Habitat programs as well as the ReStore.

Development Administrative Infrastructure

- Creates office systems to support all development projects and operations.
- Oversees the management of databases and all records, files, and gift processing.
- Manages the pledge reminder and acknowledgment programs.
- Recruits and leads volunteers to support the development program.

SALARY

Compensation will be commensurate with qualifications and experience; salary range is \$65,000-\$77,000. This is a full-time position with a benefits package includes health care, vision and dental coverage.

WORKING CONDITIONS

General office environment. Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. Ability to lift 10 lbs.

TO APPLY

To be considered for this position, email a resume and cover letter to careers@sbhabitat.org.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

Habitat for Humanity of Southern Santa Barbara County is an equal opportunity employer.