

**Habitat for Humanity of Lee and Hendry Counties  
Position Description**

<b>Position Title: Director of Development</b>	<b>Full Time   X   or Part Time ____</b>
<b>Employee Name:</b>	<b>Hourly ____ or Salaried X</b>
<b>Team: Community Outreach</b>	<b>Revision Date: 6-27-19</b>
<b>Supervisor Title: VP of Community Outreach</b>	<b>Approved By (Name/Signature)</b>
<b>Supervisor Name: Vince Modarelli</b>	

**Position Summary:** is responsible for planning, coordinating, and executing Habitat’s individual **donor program** to help meet the organization's fundraising goal and build the individual and group donor base.

**Primary Responsibilities:** To secure funds for Habitat for Humanity of Lee and Hendry Counties by managing a group of assigned and acquired donors; assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement.

- The Director of Development will operate within the ‘moves management’ system which provides the structure for moving a donor from prospect to solicitation
- Works cohesively with Community Outreach team to meet Strategic Plan
- Supports the Vice President of Community Outreach in the Development Planning Process
- Plans and executes a comprehensive annual giving program including prospecting, communications, solicitations, recognition and stewardship activities
- Work to acquire new Habitat community partnerships and establish new donor relationships
- Document all activity in donor software
- Other duties as assigned

**Necessary Personal/Professional Characteristics:**

- Thrives on being results oriented
- Offers creative solutions for all aspects of donor stewardship, cultivation and recognition
- Demonstrates the ability to be persistent and authentic
- Shows good judgment in interactions with all constituents
- Possesses excellent verbal and written communication skills
- Builds and maintains excellent relationships
- Possesses the ability work independently as well as in a team setting
- Has a positive attitude, is proactive in promoting the Habitat mission, and is eager to excel in all undertakings

**Position Requirements:**

- 3-5 years' experience in financial development
- Valid Florida driver's license
- Acceptable background check