

Bryan/College Station Habitat for Humanity
Director of Development
Revised 02/13/2025

Department: Development	Job Status: Full-time
FLSA Status: Exempt	Reports To: Executive Director
	Amount of Travel Required: less than 20%
Work Schedule: Usually 9:00 am - 5:30 pm, Monday-Friday. Occasional early mornings, nights, and weekends required	Positions Supervised: Development Project Manager, Marketing and Communications Manager, Student workers, Interns

POSITION SUMMARY

The Director of Development will design and carry out the development efforts of the development team (and other staff/volunteers that help from time to time) through planning the development strategy, identifying resources, cultivating donors, soliciting donations, and coordinating special events. The director will oversee proposal writing, grants management, other fundraising activities, as well as advocacy and marketing and communication. The Director of Development reports to and works closely with the Executive Director.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Relationship Cultivation and Annual Donor Program:

- Develop and execute strategies for donor cultivation, solicitation, engagement, and recognition to foster positive and enduring relationships. Activities include seasonal appeal campaigns, fundraising events, major gifts for home sponsorship and annual operations, planned giving, and in-kind solicitations.
- Cultivate engaging relationships with new and existing supporters, especially major donors, individuals, faith-based organizations, corporations, foundations, and civic groups to support the financial needs of the affiliate.
- Review materials for online and print communication, solicitation, and donation acknowledgement on an on-going basis.
- Oversee utilization of customer relationship management software (DonorPerfect as of 2025).

Special Events of the Development Department:

- Plan, execute and evaluate the annual breakfast typically held in late February or early March, in coordination with the annual breakfast organizing committee.

- Plan and execute other events: 5k fun run in April, Golf tournament in September, Pumpkin Patch in October, Bowling tournament in November, in coordination with event teams and volunteers.
- Supervise the scheduling and execution of Habitours throughout the year.
- Plan and execute wall-raising or house blessing ceremonies and dedication ceremonies in coordination with Homebuyer Services Department and Construction Department.
- Suggest new events in coordination with Executive Director and other team members.

Analysis and Planning:

- Create an annual development plan that includes both probable and possible outcomes and performance benchmarks for fund development in the individual, foundation, corporate, faith-based, and government sectors.
- Identify funding targets and time frames for home sponsorships, other programs, special events, and donor solicitations.
- Meet or exceed financial goals established for department; prepare and submit a development budget. Work with the Executive Director and propose corrective measures to income shortfalls.
- Develop, support, and utilize board members in donor cultivation/solicitation meetings.
- Present monthly development update at executive committee meeting and board meeting.

General:

- Supervise staff, student workers, volunteers, and interns providing them with support, resources, and direction. Propose hiring, training, promotion and discipline as needed.
- Present Habitat for Humanity philosophy and program to the media, public, prospective donors, and potential volunteers; assist with promoting Habitat while maintaining a positive public image.
- Attend staff meetings, community meetings, and Habitat events to share information, and support Habitat's mission and our core values.
- Able to offer devotions at staff meetings, build sites or in other settings as requested.
- Willing to be flexible and a team player, assisting with other projects when requested.
- Provide a warm, welcoming and professional environment.
- Be available to assist at build sites as requested on event builds.
- Perform other tasks as assigned by the Executive Director.
- Disseminate information readily to stakeholders as appropriate.
- Submit accurate reports according to deadlines.
- Cross train with staff to ensure a steady flow of business despite absences.
- Support, adhere to and enforce core values, employment policies, strategic plan and operations manual.

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication - must be an excellent communicator, an accomplished presenter, and strong leader. They should have excellent verbal and written communication skills, superior organizational and administrative skills and the ability to plan and achieve goals and objectives.
- Fundraising - must have previous experience and an understanding of the mechanisms involved in fundraising including special events, direct mail, corporate sponsorships, and donor relations.
- Coaching and Development- be able to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Training- be able to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Decision Making - be able to make critical decisions while following company procedures.
- Judgment - be able to formulate a sound decision using the available information.
- Leadership - be able to influence others to perform their jobs effectively and to be responsible for making decisions.
- Problem Solving - be able to find a solution for or to deal proactively with work-related problems.
- Resource Management (People & Equipment) - be able to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Relationship Building - be able to effectively build relationships with donors, Habitat homeowners, volunteers and co-workers.
- Time Management - be able to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - be able to complete assigned tasks under stressful situations.
- Team Builder - be able to convince a group of people to work toward a goal.
- Accountability - be able to accept responsibility and account for his/her actions.
- Self-Motivated - be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

SKILLS & ABILITIES

- **Education:** Bachelor's Degree in a related field with a minimum of two years of nonprofit experience in a similar organization.
- **Experience:** Demonstrated experience and an understanding of the mechanisms involved in fundraising including special events, direct mails, corporate sponsorships, and donor relations.

Computer Skills

Proficient in MS Office software including Word, Excel, PowerPoint, as well as related web-based platforms. Demonstrated past proficiency in learning new software systems. Ability to use office machines, multi-line phone systems, internet and email.

Other Requirements

- Working knowledge of affordable housing, community development, and experience working in a diverse community.
- Valid Texas Driver's license.

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	C (Constantly)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	C (Constantly)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

General office environment. 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.

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.