



Serving Dorchester and Talbot Counties

JOB DESCRIPTION: Development Officer

Summary

Habitat for Humanity Choptank is seeking a full-time seasoned development professional to lead the planning, management and implementation of its fundraising programs. The Development Officer will be responsible for strategically developing, executing, and expanding a fundraising program that includes relationship building and solicitation of high net worth donors in Dorchester and Talbot counties, Maryland. Specifically, s/he will be responsible for:

Donor Management

- ▶ In partnership with the Major Gifts Committee and Board of Directors, develop and direct a diversified fundraising program that supports Habitat Choptank's strategic plan.
- ▶ Personally, and partnering with the other members of the Major Gifts Committee and the Board, cultivate and solicit gifts in the \$10K to \$100+K range.
- ▶ Create and implement strategies to identify and develop relationships with new individual donors and deepen relationships with existing donors – built on a firm understanding of donors' interests, passions and values.
- ▶ Create and implement strategies to identify and develop relationships with corporations and local businesses, community organizations and churches.
- ▶ Coordinate affiliated builds (e.g. Faith Build, Women Build) and develop house sponsorships
- ▶ Maintain transparent reporting, information and donor records that are commensurate with a high performing development organization.

Public Relations and Events

- ▶ Oversee annual fundraisers by working with the special event committees.
- ▶ Organize annual donor cultivation and appreciation events as well as cultivation activities (e.g. site tours, house parties) in partnership with the Major Gifts Committee.
- ▶ Create and utilize collateral material to enhance the public profile and visibility of Habitat Choptank. Make use of Habitat's excellent brand image, local reputation and record of accomplishment.

Organization

- ▶ Lead and coach Board members, other volunteers and staff to effectively participate in the affiliate's fundraising programs and strategies.
- ▶ Develop a major gifts program including charitable gift annuity and wills/bequests.

As an Equal Opportunity Employer, Habitat encourages candidates of all backgrounds to apply for this position.



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Position Requirements

Must be goal-driven, results-oriented and committed to the organization's effort to expand the Habitat mission in Dorchester and Talbot counties.

- ▶ Minimum of BA/BS
- ▶ Proven ability to work effectively as a team member with staff and volunteers
- ▶ Proven ability as a team leader
- ▶ A career history of progressive responsibilities and successful experience in major gifts fundraising – minimum of three years of experience. Related professional experience, such as sales, may be considered
- ▶ Willingness to steward and forge relationships and engage other staff and volunteers in that effort
- ▶ Excellent oral and written communications and interpersonal skills
- ▶ Ability to work within budget and within timelines managing multiple projects simultaneously
- ▶ Willingness to commit to and further the mission of Habitat for Humanity
- ▶ Strong computer skills
- ▶ Experience in effectively running a constituent management system such as Sage Fundraising 50/ Abila or other product
- ▶ Experience with planned giving is desired
- ▶ Knowledge and awareness of the local business and philanthropic community is preferred

Hours Full-Time (some evenings and weekends required)

Salary Commensurate with experience

Reports to Executive Director

Committees Major Gifts, Special Events, Faith Relations, steering committees for affiliated builds

Organization Description

Habitat Choptank, an independent affiliate of Habitat for Humanity International, works in partnership with God and all people to transform communities and the lives of qualifying families in Dorchester and Talbot counties by building simple, decent and affordable homes. Since 1992, the nonprofit has built or rehabbed over 70 homes in partnership with local working individuals and families. These homes are sold to qualifying low-income buyers who purchase the homes with affordable mortgages empowering these families to build stability, strength and self-reliance

Benefits for this position include paid time off, paid health insurance for the employee, and a matching Simple IRA contribution.

For confidential consideration, please email resume to Robyn Ezzell at

rezzell@fgp.com

Applications will be accepted until position is filled.