

Donor Development:

- Design, implement, and lead a major gifts program, identifying key prospects and developing personalized strategies for their cultivation, solicitation, and stewardship.
- Build strong, lasting relationships with individual donors at all levels, with particular focus on increasing the size and frequency of major gifts.
- Create and implement strategies aimed at donor retention, ensuring that current donors feel appreciated, informed, and connected to the organization's work.
- Develop and execute a planned giving program to ensure long-term financial sustainability and engagement from donors.
- Lead and provide support to the Resource Development Committee, engaging board members and key volunteers in fundraising efforts, including donor cultivation and solicitation.
- Collaborate with the CEO and Board to identify opportunities for donor solicitations and facilitate high-level conversations with prospective donors.

Direct Marketing and Contact Management

- Provide support and leadership to Data Specialist to maximize the use of our Customer Relationship Management software, Raisers Edge NXT.
- Administer the Direct Marketing program in partnership with Habitat for Humanity International.
- Ensure that the donor database is maintained to the highest standard, keeping all donor information up-to-date, and providing timely recognition for contributions.

PR & Marketing:

- Lead the PR & Marketing Manager in promoting the organization's mission, ensuring consistency with Habitat for Humanity International's branding guidelines and alignment with advocacy priorities.
- Serve as a key spokesperson for the organization at local events, ensuring that the organization's mission, impact, and fundraising needs are effectively communicated to the public.
- Manage relationships with local chambers of commerce to enhance the visibility of the organization and support fundraising efforts.
- Collaborate with the CEO to develop and implement advocacy strategies aimed at raising awareness and increasing the visibility of affordable housing issues within the community.

Events:

- Support and lead Events Coordinator in organizing fundraising and friend raising events.
- Drive sponsorship acquisition for fundraising events, building long-term partnerships with event sponsors and cultivating those relationships for continued support
- Collaborate with the Events Coordinator to ensure seamless communication and planning, actively involving appropriate staff to guarantee the successful execution of events and effective follow-up with participants and sponsors..

Time Commitment:

Full-time, Monday through Friday, with frequent evening and weekend activities and events.

Qualifications & Skills:

- B.A./B.S. required, advanced degree highly desirable.
- Firm understanding of fund development concepts and principles.
- Excellent communication and presentation skills, both written and verbal.
- Advanced PC skills and expert proficiency in Microsoft Office Suite.
- Proficient with donor databases (Experience with Raisers Edge NXT database preferred)
- Strong project management, time management, problem solving and analytical skills.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to handle multiple projects simultaneously.
- Desire to contribute to a culture which embraces diversity, equity and inclusion.
- Ability to work with a minimum of supervision – self-motivated & confident.
- Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity.

Equal Opportunity Employment:

Sussex County Habitat for Humanity is an Equal-Opportunity Employer. SCHFH will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. SCHFH will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.