



Position Description

Position:	Development Director	Reporting to:	Executive Director
Location:	Gallatin, TN	FLSA Status:	Non-exempt
Status:	Part-time (20 Hours/week)		

JOB SUMMARY:

Responsible for the management of the activities associated with fund development, including, but not limited to, recruitment of sponsorships for special events; identification of major donors and potential grants; coordination of capital campaigns; and maintenance of donor information in database.

This position offers the opportunity to work remotely.

ESSENTIAL FUNCTIONS:

Planning & Managing

- Work with the Resource Development Committee and Executive Director to develop and implement a comprehensive written fund development plan with strategies for donors and prospects in each constituent group in order to meet annual fundraising goals.
- Recruit, build, and provide leadership for Resource Development Committee as needed.
- Organize events related to the development of relationships – from point-of-entry to major ask opportunities.
- Help to plan, advise, and coordinate a capital campaign and donor pledge activities as needed.

Donor Cultivation and Stewardship

- Assist affiliate in maintaining donor interest and motivate donors to renew or increase their level of involvement.
- Work with the Executive Director to create presentations to new and current sponsors.
- Work with the Executive Director to proactively recruit new sponsors while maintaining current sponsors.

Prospect Identification and Solicitation

- Assist Board Members in prospecting their personal and business contacts and engaging them in the development process to increase funding.
- Work with Executive Director in identifying potential major donors.

Communications

- Work with the Executive Director and Communications/PR Committee in the creation of sponsorship materials, brochures, campaign pieces, videos, solicitation letters, etc. for direct appeal efforts.

Special Events

- Work with the Development Committee in the planning and implementation of special and fundraising events.
- Work with the Executive Director, Resource Development Committee, and Communications/PR Committee in the creation of appropriate appreciation and fund-raising event materials, including invitations, letters, support materials, printed programs and press releases.

Database Administration

- Oversee donor database through Network for Good.
- Maximize functionality/benefit of the donor software system.

QUALIFICATIONS:

- Bachelor's Degree in Non-Profit, Marketing, Public Relations or other related field suggested.
- Minimum two (2) years of fundraising/development experience required.
- Excellent verbal and written communication skills, including presentation skills.
- Excellent interpersonal skills.
- Proficiency in Windows, including EXCEL and PowerPoint.
- Ability to work independently within budget constraints.
- Excellent organizational skills.
- Ability to drive and access to a personal vehicle; proof of clean driving record.
- Knowledge of grants preferred.
- Knowledge of the Sumner County TN market and not-for-profit community preferred.

PHYSICAL DEMANDS:

- Ability to read, write, hear and communicate adequately to complete job duties and responsibilities
- Must be able to see adequately to type, read, file and use office equipment
- Ability to drive
- The work is moderately sedentary with local travel within 30 minutes of office required. Extended sitting, standing, and intermittent lifting and walking.

To apply, reply to susan@habitatsumnercounty.org with:

1. Resume
2. Letter of Application
3. Contact Information for at least three references (phone, e-mail)

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