



Job Description Development Specialist

About Habitat for Humanity of Orange County

Habitat for Humanity of Orange County (HHOC) is a non-profit organization that offers the opportunity for low-income Orange County families to purchase affordable homes. Since 1984, HHOC has built more than 280 homes locally and funded more than 170 homes internationally. HHOC is the local affiliate of Habitat for Humanity International.

Position Overview

In collaboration with the Director of Development and the development team, the candidate will develop, implement, and evaluate fund development strategies to meaningfully engage and motivate faith partners, prospects and individual donors to meet fund development goals for operating gifts, house sponsorships, and restricted funds.

Individual Giving Cultivation and Stewardship

- Manage and expand membership in the *Henry and Blanche Clark Society*, comprised of donors giving at least \$1,000 each fiscal year. Develop and implement plan for special communications, solicitations and the annual event for Society members.
- Manage an assigned portfolio of donors and prospects with intent to form deep relationships. Responsible for minimum annual fundraising goal tied to segmented or blended portfolio.
- Maintain donor interest and motivate donors to renew or increase their level of involvement for donors giving up to \$1,000 each fiscal year.
- Ensure appropriate stewardship of gifts via acknowledgement letters, phone calls, notes, personal visits and donor honor rolls.
- In collaboration with Executive Director and Director of Development, develop strategies to best engage donors and Board members and understand their links, interests, and abilities.
- Develop and implement strategies to identify and incorporate new donors in each campaign to enlarge the donor base.
- Identifies, cultivates and solicits financial support from a portfolio of 25-50 donors.
- Researches and identifies new donor prospects.
- Updates and maintains donor and prospective donor information in the Development database.

Faith Partner Cultivation and Stewardship

- Actively engage in the identification, cultivation, solicitation and stewardship of sponsors, in collaboration with other development staff.
- Serve as the primary contact between current faith partners and Habitat for Humanity of Orange County.
- Coordination of partnership organizational meetings and communications. This will include making partner presentations and attending new home dedications.
- Collaborate with development staff to renew and secure letters of intent and volunteer commitments from ongoing partnerships.

- Assist partners in creating a fundraising plan and oversee strategy and success of fundraising events and represent Habitat for Humanity at events as needed;
- Serve as liaison to facilitate partner and homeowner family relationships, in collaboration with Family Services and Construction (examples: sponsored build days, coordinating visits to partners, special build days, ground breakings, dedications, etc.).
- Educate partners about the local and global need for affordable housing.
- Develop and implement partner hospitality and stewardship plan, including benefits received for various partnership levels.

Development Program

- In collaboration with Director of Development, set annual Development plan, including setting fundraising goals and Development expense budget.
- Identify, recruit, manage and steward partnerships and volunteers to mutually serve needs of partnerships, volunteers, and Habitat for Humanity of Orange County to maximize affiliate capacity.
- Attend networking fairs and events to help in the identification of new donors or partners.
- Manage and assist with special events as needed.

Qualifications:

- A strong belief in the organization's mission and vision.
- Ability to work with partner groups from various faith backgrounds and beliefs.
- Strong communications and marketing skills coupled with the ability to influence others in a positive manner.
- Ability to establish and maintain strong working relationships with others and to present ideas effectively, verbally and in writing.
- Ability to manage multiple projects, meeting all deadlines, and exceptional attention to detail.
- Initiative and independence in carrying out responsibilities in addition to the ability to work as a team member.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Schedule flexibility is regularly required to work weekends/evenings for special events.

Minimum Education and Experience Requirements:

- Bachelor's degree from an accredited college or university in a related field.
- Two years' sales and/or fundraising experience required.
- Familiarity with non-profit organizations and fundraising techniques.

Salary and Benefits

This is a full time, permanent position. The salary range for this position is \$36,732-\$55,099 commensurate with experience. HHOC offers a generous benefits package including health insurance, paid time off, a 401k plan and long and short term disability.

HHOC is an equal opportunity employer.

Please send a resume and cover letter in a single PDF to careers@orangehabitat.org by December 22nd, 2018.