



SEEKING DEVELOPMENT DIRECTOR

Organization Description

DuPage Habitat for Humanity is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. DuPage Habitat for Humanity works in partnership with corporate and community partners to build modest and affordable housing. The houses are sold to qualifying families at no profit and with no interest.

Job Description

DuPage Habitat is a nonprofit organization seeking to make a long-term impact on the supply of affordable housing in DuPage County, and the lives of Habitat homeowners. The Director of Development will be responsible for all fundraising and related development programs including: the management of annual, capital, and deferred giving programs; the planning and directing of public relations; and the supervision of support services.

Major Areas of Responsibility

- Work closely with the ED to create and implement action plans for development.
- Serve as the support representative to the Board of Directors for their development activities.
- Develop and direct objectives/strategies and implement the annual giving program.
- Implement and maintain a comprehensive prospect research program.
- Organize and direct a program to cultivate and solicit planned/deferred gifts.
- Develop plans for marketing, utilization of volunteers, cultivation of financial advisors and other professionals, donor records and recognition and prospect contacts.
- Cultivate and solicit specific planned gift prospects and mid-level major gifts prospects. Work with the ED in the organization and coordination of all major gift prospects.
- Work directly with supportive and prospective churches.
- Organize and direct designated phases or division of capital campaigns, when appropriate.
- Provide leadership in establishing structure, recruiting and training volunteers, developing strategies and setting timetables, as directed by the ED.
- Plan and implement the public relations program on behalf of the organization.
- Provide systematic development planning, reporting and documentation, including items such as budgets, status reports, annual reports, and procedures.
- Collect and maintain data regarding current and prospective donors.

Job Qualifications

Dedication to the philosophy and passion for the ministry of Habitat. Familiarity with Habitat's affiliate program is preferred. Must represent Habitat favorably within the community, develop and maintain good relationships with volunteers and partners. Regular working hours, plus overtime and Saturdays as needed. Minimum five years professional development experience including annual and capital giving experience; planned giving experience preferred; college graduate, advanced degree preferred; good written and verbal communication skills. Must possess the ability to accomplish simultaneous tasks; the ability to work seamlessly in multiple funding arenas including corporations, churches, individuals, direct mail and events; the ability to work well with volunteers; good cheer and sense of humor.

Responsible to: Executive Director (ED)

Salary: Commensurate with experience.

Apply: Please submit resume and cover letter via email to sbrachle@dupagehabitat.org. We are an equal opportunity employer. No calls please.