



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 small but growing nonprofit organization seeking to make a long-term impact on the supply of affordable housing in DuPage County, and the lives of Habitat homeowners. We are in the midst of a \$5.7 million fundraising campaign (nearly 70% committed), and seek to successfully complete this campaign through sustainable fundraising methods. The Director of Development will be responsible for all fundraising and related development programs including: the management of annual, capital, and deferred giving programs; and the supervision of support services.

Major Areas of Responsibility

- Work closely with the ED to create and implement action plans for development.
- Develop and direct objectives/strategies and implement the annual giving program.
- Engage directly with donors through 200 or more solicitation visits annually, including major gift prospects, supportive and prospective churches, corporate and inkind donors.
- Organize and direct a program to cultivate and solicit planned/deferred gifts.
- Direct designated phases of capital campaigns, when appropriate.
- Provide leadership in establishing structure, recruiting and training volunteers, developing strategies and setting timetables, as directed by the ED.
- Support the organization's marketing and public relations efforts.
- Provide systematic development planning, reporting and documentation, including items such as budgets, status reports, annual reports, and procedures.
- Implement and maintain a comprehensive prospect research program.
- Collect and maintain data regarding current and prospective donors.

Job Qualifications

Required: Dedication to the philosophy and passion for the ministry of Habitat. 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; college graduate, 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.

Preferred: Familiarity with Habitat's affiliate program. Planned giving experience. Advanced degree.

Responsible to: Executive Director (ED)

Salary: Commensurate with experience.

Apply: Please submit resume and cover letter via email to sbrachle@dupagehabitat.org by February 17, 2012. We are an equal opportunity employer. No calls please.