

Development Director Habitat for Humanity of Minnesota

Habitat for Humanity of Minnesota is seeking a Development Director (DD). The DD is primarily responsible for managing fundraising and resource development activities for the organization. The DD works in conjunction with the Executive Director and the Board on the development and implementation of the annual fundraising plan that expands support for the organization. For the duration of our FY '10 through FY '12 strategic plan, the goal articulated for fundraising is: "Secure and provide a reliable flow of financial resources, in the range of \$3.2 to \$4.5 million per year in both loan and grant funds, for housing production. Pursue partnerships and sponsorships that provide direct financial support as well as donated and discounted materials and services to support the Habitat mission."

PRIMARY RESPONSIBILITIES

1. Planning and Coordination of Development Activities

Work with the Executive Director and the Board to develop an annual fundraising plan that includes goals and strategies for corporate, foundation, individual, and government sources. Maintain calendar of proposal and reporting deadlines for current, past and potential funders. Coordinate plan with initiatives and strategies of MN Habitat affiliates. Serve as the key staff support to the Fundraising and Resource Development Committee (FRDC).

2. Foundation, Corporate and Government Fundraising and Resource Development – Loans and Grants

Work with the Executive Director and the FRDC to determine and implement strategies and goals for prospect identification, cultivation, and proposal submission. Research funding sources for loan, program and general operating needs. Write proposals and pursue other strategies as necessary to achieve goals. Prepare and submit reports to funders / investors with input from appropriate staff and Board committees. Maintain contact with funders / investors, as needed, and make personal contact with major funders / investors in conjunction with the Executive Director.

3. Individual Donors

In conjunction with HFH-I guidelines, work with the Executive Director and Board to develop and implement strategies for limited major individual gift solicitations.

JOB SPECIFICATIONS

Education, Experience and Credentials

- BA/BS minimum with additional professional development training in fundraising
- Three years experience / success in fundraising and knowledge of the private and public funding community in Minnesota
- Experience with the financial and legal elements of sourcing loan funding. CDFI experience a plus.
- Demonstrated excellence in writing and communications skills

Knowledge, Skills and Abilities

Knowledge: Understanding of processes for formulating and implementing fundraising plans in conjunction with a Board of Directors and committees. Familiarity with mortgage finance methods, principles and terminology. Expertise in understanding and analyzing the implications of financial statements and projections.

HOW TO APPLY

Send cover letter and resume to jan@hfhmh or by mail to Habitat for Humanity of Minnesota, 2401 Lowry Ave. NE #210, Minneapolis, MN 55418.