

Position Description

Classification

Exempt

Reports to

Chief Development Officer

Summary/Objective

The Development Officer personally identifies, solicits, cultivates and stewards donors and prospects in accordance with performance targets set.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Identifies, solicits, cultivates and stewards donors and prospects including individuals, corporations and foundations through visits and other forms of direct person contact.
2. Establish and maintain collaborative working relationships with other development colleagues to maximize the total gift revenue, plan solicitation strategies and leverage joint solicitation efforts.
3. Be an Ambassador for Habitat's mission by supporting our efforts to establish and maintain extraordinary relationships with donors and donor groups.
4. Public Speaking, community outreach, and attendance at various Habitat PWP functions and/or events are required.
5. Communicates effectively and professionally with all donors and donor groups.
6. Assist with annual giving program focused on individuals to move income gifts to gifts of assets for the organization's special program projects and annual capital.
7. Work with Chief Development Officer and CEO to identify, solicit and cultivate donors for the agency's planned giving program to increase the agency's foundation assets. This includes cultivating prospects for charitable gift annuities and bequests, establishing a planned giving committee, managing the activities of the committee and assisting with recruitment efforts.
8. Provide support, documentation and follow-up for legacy gifts made to the organization.
9. Maintain consistent personal contact with current donors, prospects and committee members, conducting 25 face to face visits per month.
10. Personally maintain a donor portfolio consisting of constituents determined by CDO.
11. Annual fundraising goal to be determined by CDO.
12. Work with the volunteer services coordinator and development manager to increase donor engagement through event activities.
13. Acts as an integral member of the Development team who is willing to assist where needed.
14. Any other reasonable tasks as requested.

Competencies

1. Excellence in customer service, and approach to volunteers and prospects.
2. Willingness to be flexible to partner and Affiliate needs.

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3. Enthusiastic, professional, positive, motivating, inspiring, mission driven personality.
4. Detailed-oriented, can effectively oversee a wide array of tasks, projects, and responsibilities.
5. Proficient in basic computer applications, such as word processing, data base software, internet.
6. Ability to work in a fast paced sometimes stressful environment.
7. Enjoy working with diverse backgrounds, age levels & skill levels.
8. Demonstrate excellent oral communication, written, telephonic and interpersonal skills.
9. Ability to work well under pressure and maintain accuracy.
10. Detailed-oriented, organized and ability to multi-task.
11. Ability to handle and defuse challenging situations with tact.
12. Committed to a safe, secure work environment.
13. Maintain confidentiality principles.
14. Ability to problem solve and must be able to work independently and in team environments.

Nonessential Functions:

1. Other duties as assigned.
2. Must be able to foster an environment of team work within the development department.
3. Provide Organization tours as necessary.
4. Maintain current gift acceptance policies and procedures. Maintain a data base of all donors and prospective donors and community liaisons. Update data base regularly and maintain constituent input policies for reporting purposes.
5. Create and present monthly reports for CEO and Chief Development Officer.
6. Participation and assistance in Affiliate events as needed. (Gala, Golf, 3rd Party, & Dedications)

Special Skills/Abilities

Strategic Agility: See ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulate visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Interpersonal Savvy: Relates well to all kinds of people, up, down, inside and outside the organization; builds appropriate rapport; listens, builds constructive and effective relationships; uses diplomacy and tact; truly values people, can diffuse even high-tension situations comfortably.

Results: Can be counted on to exceed goals successfully, is constantly and consistently one of the top personal performers; very bottom-line oriented; steadfastly pushes self and has the ability to motivate and inspire others for results.

Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integrations; can simplify complex processes; gets more out of fewer resources.

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Perseverance: Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks

Compensation and Benefits: Salary is competitive and commensurate with experience.

Certificates & Licensure: Must have a valid driver's license and clean driving record with reliable transportation.

Pre-Requisite Requirements: Ability to pass a Criminal Background check, drug screening, and sexual offender check.

Language Ability: Ability to read, analyze, and interpret general business information. Ability to effectively present information and respond to questions from customers, donors, volunteers and the general public. Ability to speak English fluently and possess English written skills.

Reasoning Ability: Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. On occasion, an employee maybe susceptible to outside weather climate and conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. While performing the duties of this job, the employee is regularly required to lift, use hands, reach with hands/arms, listen and communicate. The employee must be capable to lift and/or move 30+ pounds on a necessary basis, occasionally required to stand and walk for long extended periods of time, climb or balance and stoop, kneel, crouch or crawl.

Position Type/Expected Hours of Work

The full time Development Officer works approximately forty hours per week. Typical hours are 9:00 AM to 5:00 PM Monday through Friday, although flexibility is necessary for evening meetings, and for special events.

Education, Experience and Attributes

- Bachelor's Degree preferred
- Previous development experience preferred
- Clear understanding of Habitat For Humanity's mission
- Proven ability to meet established development goals
- Ability to speak and write English fluently
- Ability to effectively connect and communicate with constituent audience



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Other Duties

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

HfHPWP is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

I agree to the fullest extent of my knowledge that the above description depicts my daily functions in my position.

Employee Name (Please print)

Employee Signature

Date: _____