



Kalamazoo Valley Habitat for Humanity
Fund Development Director
Job Description

Reports To: Executive Director
Supervises: Volunteers
Salary: \$48,000 - \$57,000

Time Commitment: Full time, exempt, 40 hours/week including some evenings and weekends

Our mission

Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Our vision

A world where everyone has a decent place to live.

Summary: This position is responsible for working with the Executive Director, Family Services Manager, and Construction Director for planning and coordinating all aspects of fund development and volunteer coordination for Kalamazoo Valley Habitat for Humanity. Oversee the volunteer program including recruitment, processing, education, retention and coordination of volunteer activities.

This position works closely with all staff members and volunteers to create a positive and productive atmosphere. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. Identify, organize and manage the fundraising activities of the affiliate with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals.

Primary Roles & Responsibilities:

Grant requests and administration

- Assist Executive Director with researching and writing grants for the affiliate including the ReStore
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Administer draw requests for any funding source which operates through a “draw down” or reimbursement process.

Gifts Cultivation

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the affiliate leadership of items that would benefit KVHH.
- Create and implement major gifts program, planned giving program, and volunteer giving program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate.
- Create and update collateral materials to support gift cultivation.

- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Ensure that the donor database information is current and accurate.
- Acknowledgement of all gifts and donations.

Events

- Manage or oversee all KVHH events.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for houses and events as needed.
- Build and sustain working relationships and communication with community associations; housing advocates and coalitions; business leaders; lenders; grant funders; faith based organizations and churches; school administrators, schools, universities and youth groups; and other institutions.

Volunteer Coordination

- Produce written informational and educational materials for volunteer outreach
- Respond to all volunteer inquiries in a timely manner
- Meet with construction staff
- Schedule groups and skilled volunteers
- Maintain volunteer records and statistics of number of volunteers and number of hours served
- Develop and implement formal and informal volunteer appreciation program

QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- 3+ years experience in non-profit environment preferred
- 2+ years fund development experience preferred
- Excellent interpersonal and communication skills
- Ability to use professional values and ethics to effectively interact with people of diverse backgrounds
- Manage time effectively, multi-task & prioritize to meet established goals & deadlines
- Attention to detail and persistence in follow up; Strong sense of urgency
- Computer proficiency to include the use of Microsoft Office and other required software applications
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaking and able to express ideas verbally and in writing.

Benefits Offered:

- Health Insurance – Medical, Dental, and Vision
- Life Insurance
- 401(k)
- Paid Time Off – Vacation, Sick, and Holidays.

Submit cover letter and resume to mailbox@habitatkalamazoo.org.

Open until filled. EOE.