



Development Director

Kalamazoo Valley Habitat for Humanity seeks an experienced, detail-oriented and mission centered full time Development Director to advance our mission and serve our partner families. Primary responsibilities include:

1. Cultivate relationships with donors and prospects focused on securing financial gifts needed to support the Mission and Vision of Habitat.
2. Execute strategies with a clear understanding of the principles and methods of fund development and constituent relations.
3. Help create, implement and execute annual giving initiatives.
4. Develop and produce fundraising events and activities.
5. Collaborate with numerous team members and departments, as well as board members and other Habitat leaders.
6. Oversee the full utilization of the donor management system ensuring that all relevant information is appropriately tracked and reported; including donor and prospect records, prospect research, appointment schedules and development progress reports.
7. Work independently, prioritize tasks and meet scheduled deadlines with a positive attitude.
8. Work in adaptable, flexible and collaborative ways with team members to achieve overall goals and objectives.

Excellent writing and communication skills, ability to speak publically and by phone, PC and database skills using a variety of software are required. Strong organizational ability, problem-solving skills and ability to work independently needed. Previous nonprofit experience preferred. E-mail cover letter & resume to mailbox@habitatkalamazoo.org. No phone calls. EOE