



Director of Development and Communications

Position Title: Director of Development and Communications

Reports to: VP of Development

Supervises: Volunteer and Community Relations Manager, Annual Fund Manager, Marketing Associate

Department: Development

Status: Full-time, exempt, eligible for benefits

Position Summary:

Habitat for Humanity Montgomery and Delaware Counties is committed to bringing people together to build homes, communities, and hope. We accomplish this mission through our five program areas; the Home Building Program, Critical Home Repair, Neighborhood Revitalization, Almost Home (financial literacy education program) and our ReStores (home improvement stores) in Horsham, PA and West Norriton, PA).

The Director of Development and Communications manages and supports the activities of the development department personnel and the workflow for the annual fund, events, grants, volunteer-related initiatives to meet budget goals. They will also act as the lead in all communications related strategy, including printed collateral and electronic messaging.

Competencies:

- Demonstrated understanding of diversity and cultural issues.
- Demonstrated track record of identifying, soliciting and stewarding charitable gifts
- Strong financial literacy skills including budgeting and forecasting.
- Excellent presentation skills.
- High energy level, strong sense of initiative, creative problem solving, flexibility, discretion, and ethics.
- Ability to work collaboratively as well as independently.
- Entrepreneurial spirit.
- Ability to work strategically and tactically.
- Strong organizational and time management skills.
- The ability to handle multiple assignments simultaneously is a necessity.
- Ability to anticipate trends in the competitive non-profit marketplace and plan accordingly.

Specific Responsibilities:

- Designs, implements, and oversees a structured comprehensive development program to include all phases of fundraising, including but not limited to corporate sponsorship and foundation giving, planned giving, and annual fund campaigns.



- Manages the day to day activities of Development team, inspires confidence and provides coaching to promote individual and team success to meet department goals.
- Implements and oversees a structured comprehensive marketing and communications plan to include outreach, advertising, press relationships and volunteer involvement.
- Prepares reports and monitors progress of overall Development departmental resource development including budget goals and volunteer program objectives.
- Oversees social media strategy, growth and scheduling.
- Responsible for all internal and external monthly reporting.
- Oversees the management and health of the donor database.
- Allocates resources to donor stewardship including, but not limited to, written correspondence, receipts and other gift acknowledgements.
- With the support of the Vice President of Development, develops, implements, and monitors department's strategic plan.
- Identifies new corporate and private funding sources; represents agency in meetings –or identifies appropriate representation – with potential funding sources.
- Collaborates with Vice President of Development, CEO, Board of Directors, and Committee members to maintain close working relationships with funders.
- Participates in weekly senior leadership team discussions and collaborates in organizational goal setting.
- Performs other related duties as assigned by management.

Qualifications and Experience:

- Bachelor's degree from an accredited college or university or related experience.
- Minimum of three to five (3 to 5) years of experience in non-profit development with a demonstrated track record in implementing successful corporate, foundation, and individual giving campaigns.
- Minimum of one (1) year experience in non-profit communications and marketing, with a proven track record of successful awareness raising.
- Proven success in conceptualizing, writing, and editing grant proposals.
- Experience with government funding a plus.
- Experience with budget planning and long-range strategic planning.
- Experience with capital campaigns desired.
- Ability to supervise staff and volunteers.
- Superior communication skills: oral, written, proofreading, editing, and presentation.
- Superior interpersonal skills with an ability to relate to broadly diverse audiences.
- Superior organizational skills; ability to set priorities and work on multiple projects simultaneously.
- Computer Skills Required: Word, Excel, PowerPoint, Outlook, Internet, Social Media and donor management software (Raiser's Edge or similar).