

HABITAT FOR HUMANITY OF LARAMIE COUNTY, Development Director

Reports to: Executive Director

Position Summary:

Responsible for working with the Executive Director in planning and coordinating all aspects of resource development for Habitat for Humanity of Laramie County (Habitat).

Develop and implement a strategy to increase Habitat's resources including grant revenue, major gifts, planned giving, sponsorship, property acquisition, and cultivating new donors.

Requirements/Skills/Education:

- College degree in communications-related field preferred or 5 to 10 years fundraising experience, ideally in a non-profit and/or faith-based organization
- Strong writing skills, verbal communication and interpersonal communication.
- Have an understanding of the mission, history, values and goals of Habitat and be able to communicate this to diverse groups of potential donors
- Experience in database management
- Ability to maintain a high level of confidentiality
- Ability to pass a background check

Desired Qualifications:

- Passion and drive to raise funds to further Habitat's mission
- Demonstrated results in researching, writing and reporting on grants
- Exceptional organizational skills and ability to simultaneously managing multiple projects
- Background in project management including budgeting
- Flexibility to adapt to changing work environment
-

Development Duties:

- Identify ways to diversify Habitat funding base to increase unrestricted and restricted funds from all constituencies and launch appropriate systematic programs and initiatives.
- Act as a catalyst for the cultivation of donors through major and planned giving, annual giving, corporate and foundation relations, prospect research and donor stewardship. Coordinate development activities including but not limited to:

Major Donor Cultivation - Work with the staff and the Board of Directors to cultivate and increase investments at higher tier giving levels; increase the gifts of current donors and the overall number of donors; coordinate prospect research.

Foundation Relations - Oversee the grant writing efforts by initiating and writing proposals. Monitor current grants and ensure that proposals and reports are submitted according to all guidelines and deadlines. **Corporate Relations** - Work with the Executive Director and Board of Directors to strengthen relations with the corporate community in the Habitat service area. **House Sponsorships** - Work with staff, board to help identify and recruit sponsors for individual houses and multi-house builds. **Volunteer/Donor Development** - Work with the Volunteer Coordinator to strengthen the link between volunteerism and financial support.

Fundraising: 1. Oversee implementation of development software and ongoing donor database management 2. Identify, write and submit grants ensuring compliance with grant requirements and submit timely reports 3. Maintain annual calendar of grant activity and deadlines 4. Work with the Executive Director to establish and plan an integrated donor cultivation and solicitation effort including: i. Grant writing, compliance, & reporting ii. Major gifts program iii. Planned giving iv. Capital campaign v. Annual fund campaign vi. Develop home construction sponsorship program

Hours/Pay:

- Full-time, (40 hour) non-exempt position
- Salary based on experience
- Position will require some evenings and weekends.

Job Type: Full-time

Pay: \$47,000 - \$60,000.00 per year

Benefits:

- Federal Holidays
- 2 personal floating holidays
- Employee discount
- Flexible schedule
- Paid time off

Schedule:

- 8-hour shift
- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Cheyenne, WY 82001: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Bachelor's (Required)

Experience:

- Fundraising: 3 years (Required)
- Federal Grant Writing & Reporting: 2 years (Preferred)
- Microsoft Office: 1 year (Preferred)
- Familiarity with Grant Databases: Charityproud, Grantstation, etc.

Please send resume and cover letter to Dan Dorsch at dan@cheyennehfh.org