

# OurFundraisingSearch

Our search is a very, very, very fine search

**Job Title: Director of Philanthropy**

**Reports To: Executive Director**

## **About Gwinnett/Walton Habitat for Humanity:**

Gwinnett/ Walton Habitat for Humanity builds strength, stability and self-reliance through shelter. Our vision is a world where everyone has a safe, decent, affordable place to call home.

Our mission program areas include:

- Affordable Homeownership – We unlock the dream of homeownership for qualified homebuyers through interest-free, affordable mortgages.
- *A Brush with Kindness* Home Repairs – We help seniors, veterans, disabled, and other low-income homeowners preserve their affordable housing through home repair projects.
- Neighborhood Revitalization – We partner with key stakeholders in Gwinnett communities to transform neighborhoods and make a lasting impact on the quality of life for residents.
- Lawrenceville ReStore – We accept donations and sell home improvement items at a fraction of the retail price at our ReStore, which generates funding to further support our mission.
- Global Home Building – We tithe 10% on undesignated contributions to international Habitat affiliates to build homes and provide sanitation solutions in underdeveloped countries.

## **Position Summary:**

The Director of Philanthropy is responsible for planning and implementation of the fund development strategy for major gift donor identification, cultivation, solicitation, and stewardship to increase revenue, donor retention, and mission impact. A principal area of work includes supervising all aspects of current and future major gifts fundraising campaigns. The Director of Philanthropy will also provide leadership in all fundraising initiatives including special events, communications, grant management, planned giving, sponsorship acquisition and management of all marketing/social media strategy. The role is responsible for formulating a funding strategy and executing a development plan which deepens the commitment of existing donors, increases the number of overall supporters, and creates opportunities for all to contribute to Gwinnett Habitat's mission in practical and meaningful ways.

Note: Our current campaign launched in 2019 with the goal to raise \$4 million in new funding to double organizational capacity and impact. A new capacity building campaign will begin in January 2022.

## **Duties & Responsibilities:**

### **Major Donor Fund Development (60%)**

- Supervise all aspects of current and future major gifts fundraising campaigns to raise new funding sufficient to double organizational capacity and impact.
- Primary responsibility to manage a portfolio of 125+ major donor (\$5,000+) relationships in coordination with the Executive Director and Board.
- Prioritize time with donors out of the office over other functions.

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- Manage major gifts campaigns for affiliate which includes, but is not limited to, securing campaign leadership, prospect identification and cultivation, organizing and executing awareness and signature events, and presenting opportunities for giving.
- Utilize Donor Search platform to inform prospect research tasks creating a pipeline for all types of giving and sponsorships.
- Diversify Gwinnett Habitat's funding base to increase unrestricted and restricted funds from all constituencies and launch appropriate systematic fund development programs and initiatives.
- Implement written annual and long-term fund development plan that is driven by the strategic plan of the organization.
- Creatively and generously thank major donors.
- Steward and grow the planned giving program by integrating planned giving into donor cultivation and solicitation efforts.
- Present the mission of Gwinnett/Walton Habitat at churches and civic groups as needed.

## **Annual Fund Development (15%)**

- Work with staff to strengthen relations within the corporate community in Gwinnett and help identify and solicit new sponsors for home builds and repair projects.
- Oversee the grant writing efforts by working with our outside grant specialist to monitor current grants and ensure that proposals and reports are submitted according to all guidelines and deadlines.
- Implement annual giving program, including but not limited to direct mail, matching gifts, monthly giving, pledges, and online giving.
- Oversee the HUD Grant process with County Community Development Office by working with our outside grant specialist to secure appropriate funding.
- Management of all development operations including gift processing, acknowledgments, campaign tracking, and integrity of the donor database in partnership with office manager to ensure that all donors receive appropriate and timely recognition.

## **Event Planning (15%)**

- Plan and execute all fundraising, programming, and logistical aspects of annual campaign fundraising event with focus on major donor acquisition. Create a concrete plan for post-event follow-up and donor recognition for pipeline development.
- Organize and host engagement events for donors, stakeholders, and prospects for stewardship and pipeline development (examples include Stud-Signing Ceremony, Home Receptions, Build Site Awareness Event, Major Donor Build Days, Women Build).

## **Communications (10%)**

- Ensure consistent vision and messaging is conveyed throughout all marketing materials and external communications.
- Generate content and design for quarterly newsletter, annual report, end-of-year appeal, stewardship materials, and other fundraising communications.
- Manage relationship with marketing agency to support planning and execution of social media, PR efforts, new content and brochure creation, and creative design efforts.

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- Identify areas to support external communications and broaden reach of Gwinnett/Walton Habitat for Humanity within the community.

## **Staff and Board Relationships (5%)**

- Communicate on a regular basis with the Executive Director to report progress and any obstacles that may arise.
- Prepare a monthly progress report for the Board of Directors and attend board meetings when requested.

## **Qualifications & Skills:**

- Bachelor's Degree or related training/experience
- At least three years' experience in development and fundraising in a non-profit organization with demonstrated success in new revenue generation
- Passion for the program and its mission
- Demonstrated sales or fundraising success
- Performance driven
- Christian worldview
- Outstanding communication skills
- Ability to work independently with eventual goal of only 20% of time spent in the office
- Leadership and teambuilding skills
- Donor prospect research and stewardship experience
- Donor database management experience
- Flexibility regarding work assignments and work hours to include some evening and/or weekend events as needed
- Familiarity with key funding sources for non-profit organizations
- Understanding and support of the mission and vision of Gwinnett/Walton Habitat for Humanity
- Ability to work with a variety of people, personalities, ages, and backgrounds
- Ability to lead, manage, supervise, and motivate individuals and teams of volunteers
- Ability to plan, schedule, prioritize, coordinate, delegate, and manage multiple work activities

## **To Apply:**

To submit an application for this position, submit your resume and cover letter to [ourfundraisingsearch.welcomekit.co](http://ourfundraisingsearch.welcomekit.co). No phone calls or visits, please. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).