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**Job Description**

Position**: Chief Development Officer**; Full Time, Exempt

Reports to: CEO

Date: October 2018

**POSITION SUMMARY**

The Chief Development Officer is responsible for designing and directing a comprehensive and results-oriented development plan that increases revenues to support the mission, vision and strategic direction of Tacoma/Pierce County Habitat for Humanity. Key components of this position include setting goals, pursuing strategies, managing staff and timetables for Habitat. Give significant priority of time and attention to securing major gifts and legacy gifts, and improving awareness, understanding and support of Habitat among key stakeholders. Accountable for all marketing and communication initiatives to include promotional materials, website and social media. Oversees Community Engagement staff responsible for volunteer coordination.

**RESPONSIBILITIES**

**Implementation of Strategic Development Plan**

* Work closely with the Habitat’s CEO and Board of Directors to develop and implement short and long-term development plans to meet established goals and objectives, including:
	+ major gifts
	+ planned gifts
	+ corporate and foundation grants
	+ annual fund
	+ fundraising/cultivation events
	+ developing new approaches to supporting traditional development initiatives
* Serve as the director of the annual fundraising program and provide direct daily management of specifically focused initiatives to secure major gifts and planned gifts, and leadership gifts in support of the annual fund.
* Oversee the planning, execution, and follow up of fundraising events.
* Steward donor, sponsor, and vendor relationships.
* Work closely with the CEO to develop and gain approval for an annual income and expenditure budgets for fund development; manage fund development budget and ensure cost effectiveness.
* Attend Habitat and partner events related to donor cultivation.

**Board Development**

* Assist CEO in partnering with the Board of Directors in order to achieve 100% Board giving annually.
* Lead the Board and Resource Development Committee’s donor portfolio strategy, provide training in the cultivation, stewardship and solicitation of donors, and provide stewardship to loyal donors in own portfolio.
* Routinely report to the Board of Directors and appropriate committees, including attending monthly board meetings.
* Assist in Board recruitment, including identifying key donors that may be considered for Board or Committee roles.

**Management of Development Team**

* Collaborate with development team to create, update and implement efficient and effective systems and procedures—both within the development department and across teams.
* Develop dashboards to track progress and benchmarks; proactively produce reports and analyses of donor data and campaigns to help inform strategies.
* Actively manage development staff including establishing annual objectives (to support overall goals established in the development plan), provide regular performance reviews and appropriate recognition, and supporting ongoing professional development opportunities.
* Personally, and with the assistance of the development team, ensure the integrity and functionality of the donor database.
* Supervise donor and gift record-keeping and ensure timely and accurate gift processing and acknowledgements.

**Communications and Marketing**

* Manage the staff responsible for appropriately positioning development opportunities and integrating messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors and funders.
* Supervise staff responsible for generating press releases, fielding media inquiries and managing social media channels.
* Clearly articulate and promote a strong case for support for Habitat’s work and build and sustain an organizational culture that promotes the relationship between philanthropy and the mission and goals of the Habitat.

**Qualifications**

*Skills*

* At least five years of increasing responsibility in nonprofit leadership and fundraising, with a proven track record of success in securing major gifts, managing campaigns, and engaging a community of motivated supporters.
* Proven ability to work with and inspire boards of directors, executive and program leadership, and volunteer leaders to actively engage in fundraising, donor solicitation, and stewardship.
* Leading staff and board in a capital campaign. Previous experience preferred, but not required.
* Excellent written and verbal communication skills
* Ability to develop and manage fundraising budgets and prepare financial reports.
* Experience with Raiser’s Edge or another donor database, and mastery of MS Outlook and Office Suite (especially Word and Excel).
* Excellent organizational, communications, problem-solving, and analytical skills with outstanding attention to detail and follow through.
* Supervisory skills and ability to lead and motivate a team.
* Bachelor’s degree preferred but not required.

*Competencies:*

* Must possess a strong commitment to the mission, policies, goals and philosophy of Tacoma/Pierce County Habitat for Humanity
* Ability to multi-task with high degree of project and time-management capacity to achieve high performance goals and meet deadlines in a fast-paced environment with multiple interruptions.
* Demonstrated ability to exercise good judgement and maintain confidentiality at all times.
* Demonstrated ability to work independently as well as within a team.
* Strong interpersonal skills and ability to create positive, long-term working relationships by demonstrating a commitment to teamwork and customer service, tact, dependability, diplomacy, and flexibility.
* Willingness and ability to travel to meetings and other Foundation events.
* Current driver’s license with ability to travel and work some early mornings, evenings and weekends
* Must be able to successfully complete a criminal background check

**Compensation and Benefits**

Habitat offers a competitive salary and benefits package for this position commensurate with experience.

**Physical demands and work environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job’s essential functions.

While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods while operating a computer to create documents, conducting Internet research, sending and receiving e-mail and participating in meetings; communicate on a telephone and in person; read and write; apply logic and focus attention in the presence of distractions. Occasional requirements are to move about the office to access file cabinets, office equipment, etc. Ability to traverse a construction site and sit for extended periods of time for airplane travel. Must be able to lift 25-50 lbs. Some nights and weekend events required.

**Application & Deadline**

To apply, please email a cover letter and resume, combined in one document, with the subject line: **Chief Development Officer** to: HR@tpc-habitat.org **Applications will be reviewed on a rolling basis until the position is filled.**A single PDF file is preferred.