



## Development Officer Job Description

**TITLE:** Development Officer (Full-time/salary position)

**REPORTS TO:** Executive Director

**JOB SUMMARY:** The Development Officer provides leadership and direct support for all development functions. This position works with the Executive Director and Fundraising/Campaign Committee in the execution of annual fundraising plans, including campaigns, events, donor research and cultivation, database management and grant research and writing.

### RESPONSIBILITIES AND DUTIES:

#### ***Comprehensive Campaign***

- Provide support to Executive Director and Campaign Committee for large campaign activities (currently Grove Campaign)
  - Collaborate with committee to identify and research prospects and manage donor/prospect lists
  - Manage acknowledgement and fulfillments of gifts and pledges
  - Plan campaign events in coordination with committee members (venue, catering, invites, etc.)
  - Support committee members with scheduling donor meetings, documenting outcomes, and following up on meeting outcomes
  - Facilitate and document monthly committee meetings

#### ***Annual Donor Program***

- Perform prospect research on business and individual donors to determine sponsorships, gifts, events and collaborative activities in order to raise funds
- Donor Cultivation
  - Where appropriate, act on prospect research findings
  - Manage and grow portfolio of local business and church sponsors in support of annual budget goals
  - Cultivate new, first time donors and manage portfolio of individual donors who give separate from key events and campaigns
- Donor Stewardship
  - Manage and execute gift acknowledgement process
  - Write and publish/email/mail donor updates
- Plan and execute key fundraising events: Dream Builder's Luncheon, Poinsettia Sale, Old Bill's Fun Run, End of Year Campaign
- Provide and update copy on the portions of the Teton Habitat website that pertain to development
- Provide monthly reports of fundraising activities

#### ***Grants***

- Develop resources, research funding sources, and write proposals to a variety of foundations, banks and corporations
- Manage submission, reporting and execution of all grants affiliate receives

#### ***Other***

- Participate in weekly staff meetings to ensure coordinated advancement of organizational goals
- Some travel required outside of Teton County for training sessions and conferences

### SKILLS & CHARACTERISTICS REQUIRED:

- At least 2 years of development and fundraising experience
- Proficiency using Microsoft Word, **Excel** and Outlook and **Salesforce** database (emphasis on bolded software)
- High attention to detail
- Strong organizational skills and ability to follow through with medium and long term projects
- Excellent project management skills and the ability to think strategically and programmatically
- Effective communication skills and professional attitude
- Ability to connect with people from a variety of backgrounds
- Passionate about the mission of Habitat for Humanity
- Ability to learn quickly and retain knowledge
- Willingness and ability to work some evenings and weekends
- Basic graphic design skills (desired)

**ABOUT HABITAT:** Habitat for Humanity of the Greater Teton Area (Teton Habitat) brings people together to build homes, communities and hope. We help low income families find opportunity and stability and to improve their futures. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Homeowners are required to contribute 500 hours of "sweat equity," save toward the home closing, and take a series of homeowner education classes. Teton Habitat also runs a *Habitat for Humanity ReStore*, which sells donated building supplies, home furnishing and appliances to help fund Habitat's mission. Teton Habitat is a locally run affiliate of Habitat for Humanity International.