



DEVELOPMENT MANAGER

JOB SUMMARY: The Development Manager reports to the Executive Director and provides support for all development functions. This full time/salaried position works with the Executive Director and Advancement Committee in the execution of annual fundraising plans, including campaigns, events, database management and grant research and writing.

This position is ideal for someone early in their nonprofit career. An understanding of the importance of communicating accurately and thoroughly with donors and colleagues is critical. Strong administrative skills are a must.

RESPONSIBILITIES AND DUTIES:

- Provide support to Executive Director and Advancement Committee for fundraising activities
- 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.)
- Facilitate and document monthly committee meetings
- Manage portfolio of local business and church sponsors in support of annual budget goals
- Manage and execute gift acknowledgements
- 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 grant opportunities

SKILLS & CHARACTERISTICS REQUIRED:

- Administrative or fundraising experience preferred
- 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
- Willingness and ability to work some evenings and weekends
- Basic graphic design skills (desired)

This position includes full benefits, generous time off, and competitive starting salary.

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 the 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.

To apply: Send resume to kris@tetonhabitat.org with the subject “Development Officer”