

**Job Title:** Development Manager – Full-time  
**Organization:** Greater Matthews Habitat for Humanity  
**Location:** Matthews, North Carolina  
**Reports To:** President & CEO

### **About Greater Matthews Habitat for Humanity**

Greater Matthews Habitat for Humanity is a nonprofit organization dedicated to providing safe, decent, and affordable housing for families in our community. We believe that everyone deserves a place to call home and work tirelessly to make this vision a reality through our homeownership and home preservation programs.

### **Position Overview**

The ideal candidate will possess a dynamic blend of strategic fundraising expertise, strong interpersonal skills, and a passion for our mission. This individual should have a proven track record in cultivating relationships with diverse stakeholders, including individuals, foundations, corporations, and community partners. We are seeking a collaborative team player who can bring fresh perspectives, innovative ideas, and a proactive approach to our development initiatives. They will be an adept communicator, capable of inspiring support for our cause, and will demonstrate a commitment to fostering positive change within our community.

In this role you will become an integral part of a vibrant Habitat Affiliate with a rich 24-year legacy of delivering affordable housing, home repairs, financial education, volunteer opportunities, and a highly successful ReStore. You will join a small but efficient administrative team of colleagues that supports each other and collaborates frequently. We are continuously refining our systems and processes, and will actively seek your input on how we can improve and grow our organization.

This role involves cultivating and sustaining relationships with donors, partners, and stakeholders, with a primary goal of securing crucial financial support for our programs. The Development Manager is tasked with not only meeting or surpassing annual revenue targets but also providing recommendations and making adjustments as necessary. The Development Manager will report to, and work closely with, Greater Matthews Habitat's President & CEO, who actively participates in our fundraising and communications initiatives.

### **Key Responsibilities**

#### **Fundraising Strategy**

- Implement and execute a comprehensive annual fundraising plan to meet fundraising goals that maintain the fiscal health of the organization and provides future financial resources for growth and expansion.
- Develop and manage timelines for various fundraising activities to ensure plans and critical fund raising processes are carried out in a timely manner.
- Initiate, evaluate, and secure new sources of funding and in kind donations.
- Understands the roles and contribution of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

#### **Donor Relations**

- Identify strategies to increase giving, retain and recognize current donors.
- Identify new ways to engage individual supporters to become advocates for Habitat's mission and financial donors.
- Work in partnership with the Marketing and Communications Manager to coordinate Habitat's annual appeal and targeted solicitations.

#### **General Fundraising Responsibilities**

- Manage donation processing, database maintenance and internal donation reporting. Make bank deposits as necessary.
- Implement a meaningful donor recognition program through thank you letters, newsletters, and events.
- Collaborate with the President & CEO on annual budgeting and financial modeling of program growth and budgetary impacts.

## **Grants Management – Private and Public**

- Research, write, and track the submissions of grant applications and corresponding awards as appropriate.
- Represent the organization at community events as needed.
- Oversee public and private grants, serving as primary reporting and compliance liaison between grantors and affiliate.
- Manage calendar of funding proposal and grant submission deadlines. Maintain detailed records of proposal submission, stewardship, and reporting activities.
- Identify potential new corporate, foundation and government funders.

## **New Construction Sponsorship**

- Solicit sponsorships to support our new construction program from businesses, faith based partners and other groups.
- Work in partnership with the Volunteer Coordinator to schedule sponsors volunteer day, process and acknowledge their sponsorship, and performing day-of hosting responsibilities at the construction site as needed.
- Secure lunch donations for volunteer groups at the construction site.

## **Event Planning**

- Oversee the planning and execution of fundraising or special events, including our annual Building Hope Community Breakfast and other initiatives that engage donors and supporters.
- Take the lead on securing event sponsorships and event participants.

## **Marketing & Communications**

- Work in partnership with the Marketing and Communications Manager, Senior Manager Housing Programs, and President & CEO to develop compelling content for print and electronic communications including Habitat's email newsletters, donor communications, solicitation letters and media outreach.
- Implement strategies to engage and steward donors, including personalized communication, donor recognition programs, and regular updates on the impact of their contributions
- Build and maintain strong relationships with team members, volunteers, partners, and other stakeholders.
- Ability to adapt communication styles to different situations, audiences, and mediums

## **Database Management**

- Maintain accurate and up-to-date donor records and manage donor databases to track gifts, donor interactions, and engagement.
- Process and acknowledge donations and in-kind gifts.

## **Experience/Position Requirements**

- A minimum of 3 years of progressive fundraising experience leading development and/or grant making efforts preferably within nonprofit, philanthropic, or civic settings focused on civic engagement, community organizing, campaigns, and/or similar aims and inclusive of philanthropic/institutional giving. Bachelor degree preferred.
- In-depth comprehension of development with demonstrated success in generating substantial revenue from public, private, and other sources.
- Demonstrated ability to manage complex projects from conception to completion with great attention to detail while minimizing complications, maximizing effectiveness, and keeping the team informed and engaged.
- Proven ability to establish and maintain robust relationships with both internal and external stakeholders.
- Exceptional interpersonal, organizational, and communication skills, including polished presentation abilities. Strong project management, event planning, and logistical skills.
- Demonstrate sense of urgency, ability to independently determine priorities, maintain activity on a number of projects simultaneously and meet deadlines.

- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- A collaborative team player who engages effectively with colleagues and staff across various programs and departments, fostering constructive working relationships throughout the organization and is able to embrace change.
- Outstanding administrative skills, encompassing contract administration and compliance, as well as program development and evaluation.
- Proficient in computer skills, including mastery of MS Office and relevant database software for the position.
- Sound judgment, discretion and commitment. Maintain confidentiality and a high degree of accuracy in donor records.
- Knowledge of affordable housing, construction, or nonprofit organizations coupled with an understanding and alignment with the mission and values of Greater Matthews Habitat for Humanity is a plus.

#### **Licenses and other requirements**

- Valid North Carolina driver's license
- Pass a criminal background check
- References

#### **Compensation and additional information**

Full-time, exempt salaried position, with occasional evenings and weekends as needed. We value work-life balance, and are committed to maintaining a flexible, supportive work environment and schedule, supported by generous PTO and benefits. Our team operates on a four-day, 32-hour work week, typically Monday - Thursday. Compensation range is \$42,000 - \$48,000 annually.

#### **How to apply**

Interested candidates are invited to submit their resume, a cover letter outlining their qualifications and fundraising achievements to [mail@habitatmatthews.org](mailto:mail@habitatmatthews.org). Please include "Development Manager" in the subject line. The application deadline is February 29, 2024. No phone calls please. Previous applicants need not re-apply.

Greater Matthews Habitat for Humanity is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.