



## Development Director Job Opening

Employee Type:	Full-Time Salaried
Industry:	Equal Opportunity Employer (EEO): Not for Profit Charitable Social Services)
Job Type:	Fundraising, Development, Leadership
Education:	4-year B.A. degree plus 4+ years professional successful fundraising experience
Reporting:	Reports to the Executive Director and manages others
Travel:	Local - negligible
Posted Date:	3/25/2010
Contact:	Send cover letter, resume, references, salary requirements to <a href="mailto:linda@wichitahabitat.org">linda@wichitahabitat.org</a>

This Development Director role offers interested candidates with an opportunity to join a strong, growing team as a leader in the organization. The Wichita Habitat for Humanity (WHFH) board of directors has adopted a strategic fund raising plan and the organization is using Raiserø Edge software. The role provides an opportunity to be involved with fundraising, grants, events, helping to create a development department, and the excitement of seeing families become homeowners. WHFH board members support fund raising and are willing to help the organization continue growing.

The primary responsibilities include:

- ◆ Create and lead a detailed resource development plan and budget that supports the financial needs for the organization's fulfillment of long and short term vision and goals.
- ◆ Lead major gifts development, donor solicitation and cultivation activities that maintain personal and board member contact with donors, soliciting donations from businesses, civic groups, churches, foundations, individuals and other sources.
- ◆ Manage the donor management software and data to correctly track and acknowledge contacts and donor gifts.
- ◆ Supervise the Development Associate's work to in grant research and writing, major fund raising events, and publicity for dedication events including press releases and media advisories for media sources.
- ◆ Guide, coach and enable volunteers to be actively and productively involved in fund raising and public relations activities and projects.
- ◆ Provide regular guidance for web page updates related to fund raising and public relations.
- ◆ Supervise the Receptionist/Administrative Assistant.
- ◆ Assist the Finance Director in reviewing and sending out pledge statements.
- ◆ Fulfill the staff covenant of mutual respect, honesty, and cooperation

Job Requirements:

- ◆ Bachelor's degree plus 4 years of demonstrated professional fund raising experience and success
- ◆ High proficiency in Microsoft Pro applications; Raiserø Edge, DreamWeaver experience a plus
- ◆ Excellent interpersonal, verbal, and written communication skills plus ability to organize and prioritize work, lead and work with staff, volunteers, and committees
- ◆ Able and willing to work with a diverse population and support the Christian ideals and ethics of the Habitat for Humanity program
- ◆ Able to work independently, as a part of a great staff team, sponsor and collaborate on new ideas
- ◆ Valid driver's license and clean driving record.

## **Wichita Habitat for Humanity, Inc., Development Director Job Opening, continued:**

**Organizational Information:** WHFH is an equal opportunity employer and lender serving as a Christian housing ministry to end poverty housing by providing simple, decent, and affordable homeownership opportunities to low-income households in Sedgwick County, Kansas.

The organization has been an affiliate of Habitat for Humanity International (HFHI) since October, 1986. WHFH's progress toward the elimination of poverty housing has been:

- ◆ 120 homes built and families equipped with education to be successful homeowners, in partnership with local individuals, families, churches, businesses and other non-profit organizations as fulfillment of the ultimate goal to end substandard and poverty housing in Wichita and Sedgwick County.
- ◆ Almost 300 children now have the stability of attending the same school year after year.
- ◆ 67 international families given the keys of affordable homeownership by WHFH sponsoring the construction costs to build HFHI houses worldwide. The WHFH organization accomplishes this by sending a 10% tithe on unrestricted contributions to HFHI and is currently sponsoring homes in Guatemala and Uganda.
- ◆ WHFH has grown in service to the local community by 340% in under five years, is almost finished building WHFH's first neighborhood development project and ready to launch the next neighborhood development project in June 2010.

The WHFH staff and board members relate to each other as a collaborative team working with mutual respect for individual skills and knowledge.