

## JOB POSTING

**Position Title:** Development Manager

**Reports to:** Director of Development and Communications

**Hours:** Exempt, Salaried; 40 hours / week, in-person / onsite

**Hiring Range:** \$58,000 - \$65,000

Habitat for Humanity of South Hampton Roads (Habitat SHR) is an independent affiliate of Habitat for Humanity International. Its mission is to create affordable housing solutions that strengthen families and communities by building and selling homes to first-time, low-income homeowners and making critical home repairs for income-constrained existing homeowners in the seven municipalities which comprise South Hampton Roads. Habitat SHR's office is located at 900 Tidewater Drive, Norfolk.

Habitat SHR is seeking a professional, goal, and detail-oriented Development Manager to support the affiliate's Director of Development in building upon a foundation of success as we grow the organization's donation revenue base through the growth/engagement of volunteers and donors.

### Position Summary

The ideal candidate will have 3-5 years of relevant work experience in development, fundraising, major gifts, and/or foundations. They must possess an aptitude for anticipating needs, a willingness to work with a small team to collaboratively set priorities, and the ability to proactively identify gaps and solutions in process or knowledge. This role is a good fit for an enthusiastic, flexible problem solver who finds fulfillment in navigating multi-channel systems to achieve and exceed all fundraising and mission goals.

This position will report directly to the Director of Development.

### Principle Duties and Responsibilities

#### 1. Development

- a. Assist in a full range of activities associated with individual donors to include, stewardship, recognition and cultivation activities.
- b. Assist in creation and execution of the annual development plan and associated strategy.
- c. Generate, track, and mail gift acknowledgements and tax receipts.
- d. Provide support for the annual audit.
- e. Assist in the development of donor related materials.
- f. Assist in the management of the CRM donor database and related tracking documents including inputting new gifts, grant information, and grant reporting deadlines.
- g. Coordinate meetings with staff and external stakeholders.
- h. Assist the Development Director with grants management, including drafting and submitting letters of inquiry, proposals, budgets, and reports.
- i. Assist with donor prospecting and revenue projections.

#### 2. Volunteer

- a. Manage all volunteer programs.
- b. Coordinate with all Departments to identify and fulfill volunteer opportunities.
- c. Manage volunteer schedules, activities and hours within the volunteer database.
- d. Engage in community outreach and recruitment of prospective volunteers.
- e. Process volunteer applications and background checks.
- f. Maintain and update online volunteer calendar of events database.
- g. Plan and coordinate volunteer training and recognition events.
- h. Work with program staff to collect program data and outcomes and integrate into donor content.

### 3. Marketing

- a. Assist with the development of the monthly newsletter and mass stakeholder communications.
- b. Assist with website management and social media efforts.
- c. Represent the organization at community meetings, volunteer fairs, and public speaking engagements.
- d. Assist in event logistics, including the ordering of event supplies, printed materials, collecting guest information, liaising with vendors, making and receiving deliveries.
- e. Coordinate the planning and implementation of events, including in-person and virtual funder briefings, site visits, and other Development Team programs.
- f. Assist the Development Director with event strategy, including setting goals, devising strategies, and crafting content.

### 4. Traits and Qualifications

The ideal candidate excels in building strong relationships, is results-oriented, is an excellent problem solver, and a strong project manager. Additionally, they will possess/have:

- a. 3-5 years of relevant work experience in development, fundraising, major gifts, and/or foundations
- b. Four-year degree or equivalent education/experience required.
- c. Experience with grants management or other forms of administrative experience (a plus).
- d. Excellent writing, editing, and verbal communication skills.
- e. Comfort interacting with stakeholders of all levels and roles, including partners, funders, and staff.
- f. Demonstrated experience with managing concurrent projects and consistently meeting their deadlines, while also knowing when and how to seek support as needed.
- g. Strong interpersonal skills (verbal and written) necessary in order to communicate professionally, diplomatically and effectively with volunteers, donors, community members, and staff.
- h. Organizational skills with the ability to multi-task and prioritize multiple projects.
- i. Willingness to adjust work hours to meet deadlines.
- j. Collaborative working style with a hands-on approach to teamwork.

### 5. Physical Demands and Work Environment

- a. Work some nights and weekends as necessary to attend meetings and events.
- b. Must have access to reliable transportation and ability to travel to local meetings, community events and build sites. This role requires daytrips within the tidewater area.
- c. Working knowledge of Microsoft Office including Outlook, Word and Excel.
- d. Some lifting up to 35 pounds may be required.
- e. This role is an in-person office-based position working out of our Norfolk, Virginia.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.**

### How to Apply

Candidates that are interested in making a difference by joining a great team with a mission of providing affordable housing solutions for low-income families should send a cover letter and resume to [humanresources@shrhabitat.org](mailto:humanresources@shrhabitat.org) Please type "Development Manager Candidate" in the subject line. Please, no phone calls.

Habitat for Humanity is an equal-opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.