



**Position:** Development Manager, full-time, non-exempt

**Reports to:** Director of Development

**Summary:** The Development Manager executes annual giving campaigns and assists with donor cultivation and stewardship events in collaboration with the Resource Development Team and working closely with the Communications Team. This position also helps with social media management and website updates.

**Responsibilities:**

The successful candidate will possess the skills to develop and implement mailed and emailed appeals, manage online campaigns, organize events, create social media posts, and assist with website maintenance. The position requires the skills to develop appropriate content, create effective materials, work to a timeline, tell stories effectively, and participate in a team-oriented environment.

**Annual Giving Campaigns (70%)**

- Manage multiple campaigns per year including mailed appeals, online campaigns, and “soft asks” sent with communication pieces.
- Develop timelines and work plans to effectively meet goals of annual development plan.
- Manage campaign goals in alignment with the budget and adjust strategies, in collaboration with the Director of Development, to meet goals.
- Create inspiring content for appeals that reflects the mission, aligns with communication plan, and respects ethical storytelling principles.
- Produce attractive and well-designed printed collateral for mailed campaigns including appeal letters, return envelopes, remittance pieces, and thank you letters.
- Work with administrative support staff to hire and manage a printer, mail service, and other support services as needed.
- Work with the Manager of Volunteer Engagement to coordinate volunteer involvement in campaigns in such tasks as mail prep, note writing, data management, etc.
- Create effective solicitation emails to support the two snail mail appeals as well as for the online campaigns.

- Work with the data specialist to ensure accurate and consistent recording of donations, acknowledgements, and donor engagements.
- Evaluate each campaign to consistently improve strategies and tactics.
- Work with the Director of Development to identify and cultivate donors for upgrades.
- Through all donor interactions, facilitate relationship-based fundraising.

### **Event Management** (20%)

- Work with Manager of Volunteer Engagement to plan and produce a large annual appreciation event.
- Work with the Director of Development to coordinate and manage a variety of small group events such as: recurring cultivation events, an annual recognition event for donors who have a planned gift, and an estate planning seminar.
- Help develop, manage, and evaluate event budgets.
- Coordinate with vendors for facility rental, food/drink procurement, decorations, and professional services.
- Work with Director of Development to design and develop presentations appropriate for each event.
- Evaluate events in order to consistently improve strategies and tactics.

### **Social Media and Website** (10%)

- In support of the development plan and in alignment with the communication plan, create social media posts for each campaign as well as for general storytelling.
- Work with contracted social media service to upload posts according to a timeline and schedule synchronized with the communications calendar.
- Create website content that supports development campaigns.
- Manage contracted web services to keep website up to date, coordinating with other staff members to develop content.

### **Position Requirements:**

- Education: Bachelor's degree in Communications, Marketing, Nonprofit Management, or a related field preferred. Equivalent experience considered.
- Experience: The ideal candidate will have experience doing nonprofit fundraising. Being customer service oriented and enjoying working with a team to build relationships with donors and/or customers is a must. Transferable skills include project management, sales, marketing, event planning, and volunteer management.

- Skills:
  - Strong organizational and project management skills.
  - Excellent customer service skills and written and verbal communication abilities.
  - Experience with databases and data management is required; fundraising database experience is a plus.
  - Proficiency in office applications; basic graphic design skills are preferred.
  - Familiarity with social media platforms and content creation.
- Personal Attributes:
  - Ability to work collaboratively with a diverse team.
  - Strong attention to detail and ability to multi-task.
  - Creative thinker with a problem-solving mindset.
  - Commitment to the mission and values of the organization.
  - Ability to work occasional evenings and weekends as needed for events and fundraising campaigns.

**Additional Requirements:**

- Primarily sedentary work, but also requires standing, walking, reaching, pushing, grasping, feeling, hearing and talking.
- Must have the ability to input data, read computer screens and printed material, communicate effectively in-person, via phone, videoconferencing and e-mail, and operate office equipment.
- This position is located in the Habitat administrative office at 2001 W. Sims Way. It is expected that the Development Manager will work in the office, Monday through Friday, unless other arrangements are made with the Director of Development.
- Able to communicate fluently in English

**Salary and benefits:**

Starting salary range \$24.35 to \$26.09, depending on experience and qualifications. Full salary range is \$24.35 to \$31.31. Benefits include paid medical, vision and dental insurance for the employee, 401K match, ten fixed and two personal holidays (based on start date), ten days of accrued sick time and three weeks of vacation accrued annually.

**To Apply:**

Send resume and letter to Director of Development, Habitat for Humanity of East Jefferson County, c/o [jobs@habitatejc.org](mailto:jobs@habitatejc.org). Any offer of employment is contingent on successful completion of background check. Applications received by April 4th will be given full consideration.

**Equal Employment Opportunity:**

HFHEJC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, gender, color, age, religion, honorably discharged veteran or military status, marital or familial status, gender identity, sexual orientation, political ideology, creed, heritage, ancestry, national origin, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status or characteristic protected by law.

**Mission:**

Habitat for Humanity of East Jefferson County brings people together to build homes, communities and hope.