

Position Announcement:
Director of Development and Marketing



Habitat for Humanity of Spartanburg, an Equal Opportunity Employer, is an affiliate of Habitat for Humanity International and has been building and renovating homes in Spartanburg County since 1987. At present, homes number 149 and 150 are under construction in the Northside community, where new homes are being built in an established and pleasant neighborhood across Church Street from Wofford College and adjacent to the Via College of Osteopathic Medicine. Habitat seeks to identify families struggling with substandard rental living conditions who are hard working, financially stable, and willing to partner with Habitat, to offer a hand up into a safe, affordable, and energy efficient home via an affordable mortgage. Habitat has also added Critical Home Repair services for low income homeowners who need repair assistance.

The Director of Development and Marketing is responsible for planning and coordinating all aspects of fund development for Habitat for Humanity of Spartanburg. Leadership is required on all fundraising initiatives including special events, major gifts (financial & gifts in kind), planned giving, and sponsorship acquisition. The position calls for a focus on new possibilities to obtain ongoing and increased support from corporate sponsors, public and private foundations, the faith community, and individual sponsors. The position also is responsible for outreach to build on the strength of the Habitat brand to deliver our message through social, print, and broadcast media. This position offers the potential for growth in future responsibilities.

Responsibilities and Duties:

- 1) Policy and Planning
 - Work with the Executive Director, Development Committee, Board of Directors, and staff to develop and implement a long-range development plan which meets the funding and sponsorship goals outlined in the Strategic Plan. Prepare comprehensive annual fundraising plans complete with dates, roles, events, needs, etc. Plans should focus on strengthening as well as increasing the donor base.
- 2) Fundraising Activities
 - Craft and disseminate the message about the mission of Habitat for Humanity to end poverty housing, building on the power of the Habitat brand and the long history of success in the Spartanburg community.
 - Focus on retaining and expanding the base of Habitat for Humanity sponsors. Help establish and maintain relationships with donors in four key areas:
 - **Corporate sponsorships:** continually build on existing relationships and seek to expand and create new ones.
 - **Public and Private Foundations:** find opportunities for grant funding when the mission of Habitat intersects with requests for grant proposals.
 - **The Faith community:** continue to build relationships with our long term church sponsors and cultivate new church sponsorships wherever possible.
 - **Individual sponsors:** maintain relationships with our long term donors while seeking connections with more individuals who have a heart for our special client families.
 - Arrange major donor visits with the Executive Director and board members.
 - Manage the Habitat stakeholder database and the program of gift acknowledgment.
 - Organize fundraising events such as the Annual Habitat for Humanity Golf Tournament, the Upcycle Art Auction, and other events as opportunities arise.
 - Work with the Volunteer Coordinator to cultivate volunteers as donors and donors as volunteers.

- Assist with the development of print and electronic materials necessary for raising funds and marketing Habitat for Humanity of Spartanburg. These include the annual appeal letter, brochures and print materials, social and broadcast media, the website, presentations, videos, testimonials, and other materials in support of fund raising and public awareness.
 - Involve board members in affiliate fundraising to expand and personalize outreach.
- 3) Administrative & Financial
- Develop budgets and monitor expenses related to the development function. Maintain complete and accurate records of all fundraising events and activities.
 - Maintain and expand the existing database and update records regularly using feedback from direct mail, telephone contacts, volunteers, and donors to the ReStore and other sources.
 - Establish committee and support structures to ensure timely completion of tasks. Provide reports to the Executive Director, Development Committee, and Board of Directors on activities and achievements monthly. Provide staff support to the Development Committee by coordinating meetings, developing agendas and goals, and providing needed information to committee members.
 - Other duties as assigned.

Job Requirements:

- Must have a clear desire to serve low-income people, be friendly, flexible, enthusiastic, and passionate about the Christian ministry of Habitat for Humanity.
- Know the Spartanburg community and be able to connect with the generous spirit for which Spartanburg is considered unique.
- Possess a bachelor's degree with two to five years experience in fund raising, grant writing, and event planning.
- Be proficient in public speaking and able to express ideas verbally and in writing.
- Possess excellent writing skills, including experience in successful annual appeals and grant writing. Strong proofreading and editing skills.
- Have the ability to plan, organize and handle multiple tasks simultaneously and work independently.
- Be able to work collaboratively and effectively with and among diverse populations.
- Be competent in computer skills such as Microsoft Word, Excel, PowerPoint, and Database management.
- Demonstrated ability to raise money through individual and corporate giving programs, and sponsorships, special events, and grant writing.

Full Time (40 hrs/wk) with some flexibility of schedule. Some evening and weekend work is required. This position reports to the Executive Director.

Benefits: Vacations, holidays, retirement and insurance benefits as described in the Employee Handbook.

To Apply: Send resume, cover letter, and 3 references to: Director, Habitat for Humanity, 2270 S Pine Street, Spartanburg, SC 29302 or lee.close@habitatspartanburg.org. Minorities and people of color are especially encouraged to apply.

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