

POSITION TITLE: Development Director**SUPERVISOR:** Executive Director

Join the Lakeshore Habitat for Humanity team as our Development Director! We are a well-known and highly regarded ministry in the West Michigan area that builds strength, stability and self-reliance opportunities through shelter.

Our new Development Director should be a driven individual that is passionate about providing leadership and execution for all of the development/fundraising activities needed to support Lakeshore Habitat for Humanity's ministry. We offer a dynamic work environment and encourage the work-life balance, as well as offer a competitive medical benefits package. Apply today, we'd love to meet you.

RESPONSIBILITIES:

- Develop and oversee ongoing strategies to recruit, renew, and cultivate donors at all levels
- Work closely with the Executive Director and the Board of Directors to establish objectives, goals, strategies, and timelines for ongoing and future fundraising efforts
- Work with the Executive Director and Donor Development Committee to support and grow Lakeshore Habitat's major gift program
- Work with the Executive Director and Business Manager to create the annual Development budget
- Develop and execute the annual fundraising plan to meet the budget
- Supervise the Development Coordinator and the Community Outreach/Volunteer Coordinator by providing leadership and coaching
- Prepare proposal-based funding requests and oversee the grantwriting process for all grants
- Provide guidance and support for 3rd party fundraising activities
- Manage the Development expense budget
- Lead the planning and execution for our annual events
- Oversee the donor record/acknowledgement policies and processes to ensure the timely and appropriate recognition of all contributions and pledges
- Lead our staff and Board of Directors in expanding community involvement
- Facilitate and manage mail appeals and newsletters
- Lead the enhancement and ongoing management of our marketing initiatives

REQUIRED QUALIFICATIONS:

- Bachelor's Degree preferred
- Minimum 5 year's experience in fund or business development, with a proven track record of success
- A strong commitment to the mission of Lakeshore Habitat for Humanity
- A strong desire to be active and involved in the communities that Lakeshore Habitat serves
- Strong leadership and organizational skills that translate objectives and goals into positive results
- Ability to motivate staff to assist in various development activities
- Ability to manage multiple tasks effectively
- Ability to engage with the leadership team and work closely with other staff members and volunteers
- Excellent communication skills, both oral and written
- Computer literate in donor software, Microsoft Word, Excel, etc.
- Experience in grant writing strongly preferred

The Development Director is a full-time salaried position. Salary is determined by the Executive Director and the Board of Directors. Lakeshore Habitat for Humanity is an at will employer.