



Director of Resource Development

As a member of the Senior Management Team, the Director of Development is responsible for planning, organizing, and directing all of Habitat for Humanity Okanagan's fundraising including, the major gifts program, annual fund, planned giving, special events, marketing, communications, and capital campaigns. The role of a development director is to develop and execute the resource development plan to raise vital funds for the organization in a cost-effective and time-efficient manner. The Director works closely with the chief executive officer, chief operations officer, and resource development committee.

Key Duties & Responsibilities

- Build relationships with internal and external stakeholders
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Grow a major gifts program including identification, cultivation, and solicitation of major donors
- Oversee grant seeking, including research, proposal writing, and reporting requirements
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Direct the annual fundraising initiatives, including mailings and newsletters
- Direct capital campaigns and other major fundraising activities
- Coordinate fund raising special events
- Oversee prospect research
- Work closely with the CEO, COO, and fund raising committee
- Make public appearances/accept speaking engagements to share information about Habitat with the community
- Create media releases and work with press agencies
- Attend various staff, board, committee, and Habitat Canada meetings
- Oversee fundraising database and tracking systems
- Supervise and collaborate with resource development coordinator and other staff
- Oversee creation of publications to support fund raising activities
- Supervise the volunteer program
- Works with resource development coordinator and directs social media and web content
- Maintain gift recognition programs
- Utilize donor database software (i.e. - Bloomerang) and update database as required
- Coordinate key ceremonies and photo opportunity presentations

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. This is not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.



Education, Experience & Job Requirements

- 5 years minimum experience in fund raising
- CFRE accreditation is an asset
- Proven effective communication, public speaking, and presentation skills
- Proven ability using relevant computer software programs such as Microsoft Office, Word, Excel, brochure/newsletter programs etc.
- Knowledge of Bloomerang Donor Management Software an asset
- Proven ability using social media platforms Facebook, Twitter, Instagram and Linked-In
- The ability to maintain necessary records and documentation
- Demonstrated organizational, time management and multi-tasking abilities
- A basic working knowledge of the need for affordable housing and its impacts, and of relevant community resources
- Strong collaborative skills with the ability to work independently and as part of a team
- Willingness to attend public functions and networking events
- Requires a flexible schedule including occasional evening and weekend work
- The ability to work independently and in a self-directing manner, as well as the ability to work in a cooperative and collaborative manner with other HFHO staff, students, community agencies, donors and volunteers