



4001 S. Taft Hill Road
Fort Collins, CO 80526
www.FortCollinsHabitat.org

Fort Collins Habitat for Humanity

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

Development Director Job Description (Major Gifts & Planned Giving Focus)

Summary:

This full-time exempt position reports to the Executive Director and is a unique development position with major gifts and planned giving carved out as the primary functions. Event planning, grant writing, database management, direct mail, and lower level corporate sponsorships (aside from those for the annual signature event) are NOT part of this role but reside within other positions within the organization. For the right individual this position should allow a high level of specialization, focus, fun and relationship building.

This position is responsible for developing and managing a portfolio of 100 prospects that include those who are, or have the potential to become, donors capable of gifts of \$10,000 or more annually to Fort Collins Habitat for Humanity.

S/he will help to develop engagement, solicitation and stewardship strategies for prospects and ensure that these strategies are proactively pursued. The Development Director may also manage the development and implementation of major and planned gift focused events to cultivate support and will be responsible for annual signature event with substantial support from the administrative team.

Duties and Responsibilities Donor Development:

- Manages a prospect portfolio of approximately 100 individuals/families, corporations or foundations with 60% of time dedicated to individual donor solicitation. Conducts 50+ face-to-face visits to donors per year. Develops and implements strategies to move prospects toward solicitation; completes assigned solicitations on the agreed upon timeline. Plans and implements at least 5 solicitations of 6-figures per year.
- Creation and implementation of Planned Giving campaign including promotional materials, website content, and solicitations.
- Collaborates with Executive Director and Board of Directors to coordinate prospect strategy.
- Effectively manages involvement of staff and volunteers with fundraising engagement involving assigned prospects. This includes preparing strategic briefings prior to visits and arranging for appropriate follow up from visits and events.
- Contributes to the smooth operation by consistently documenting activity in Raiser's Edge, and building positive working relationships with colleagues in communications, construction, volunteer coordination, events, and finance.
- Continually builds knowledge about the mission, projects, and prospects of Fort Collins Habitat for Humanity.
- May serve as a fundraising representative for specific priorities including capital campaign, volunteer and committee management, and event and agenda planning.
- Stays informed of news on the corporate and foundation landscape and disseminate as needed, including identification of new prospects and updates on existing prospects.
- Compose, edit, and/or coordinate proposals and solicitations.
- Coordinate and prepare briefings for visits and follow up as appropriate.
- Ensure that appropriate stewardship is carried out, in accordance with the Donor Bill of Rights from the Association of Fundraising Professionals and compliance requirements of specific funders.
- Maintain ongoing relationships with prospects.
- The above covers the most significant responsibilities of this position. It does not, however, exclude other duties, the inclusion of which would be in conformity with the level of the position.
- The successful candidate will possess the following competencies: judgment, strategic thinking, initiative, ability to deal with ambiguity, quality decision making, integrity and trust, interpersonal savvy, listening, negotiating, presentation skills, priority setting, strategic agility, strong written communications, openness, tenacity, persistence, creativity and collaboration

Basic Qualifications:

- Bachelor's Degree required.
- A minimum of four years successful development or related experience. Demonstrated track record in soliciting and closing major gifts.

Additional Qualifications:

- Demonstrated success in major gift fundraising, including issue-based fundraising.

- Advanced knowledge of fundraising strategy and techniques and an ability and willingness to implement strategy.
- Experience managing a diverse pool of 100+ prospects that can make major gifts.
- Proven ability to take relationships with sophisticated volunteers; excellent organizational, interpersonal and donors to a higher level and to move difficult cases forward
- Experience turning organization priorities into compelling gift opportunities for donors.
- Able to maximize giving potential and giving inclination using all available resources.
- Strong communication skill, both oral and written.
- Experience managing volunteers.
- Experience in prospect meetings. Planning and execution of multiple donor engagement events annually.
- Computer literacy required; must have experience with Window and databases.
- Able to work nights and weekends as required.

An Equal Opportunity Employer Fort Collins Habitat for Humanity does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Salary Range (Commensurate with experience). Relocation stipend.

Please submit resume, cover letter including salary requirements to Kristin Candella at kcandella@fortcollinshabitat.org.

Living in Fort Collins, Colorado

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>