

Lancaster Lebanon Habitat for Humanity

Title: Director of Development

Reports To: President & CEO

Location: Hybrid (80-20 split)

Status: Full-time, Non-Exempt

Pay range: \$75k-90k Annually

Our Core Values:

PASSION – Be fearless in our steadfast pursuit of just, equitable homeownership opportunities for all

GRIT – Draw on our collective sense of purpose, urgency, and determination to get the job done

SOUL – Lead with compassion, using both head and heart in every decision we make

TEAMWORK – Own our role as change-makers, while inviting others to walk alongside us

AUTHENTICITY – Walk the talk, even when no one else is looking

Summary:

The Incumbent, a member of the Leadership Team and reporting to the President & CEO, is responsible for overseeing all aspects of the fundraising program and increasing the organization's fundraising revenue through cultivating, soliciting, stewarding, and retaining donors. This rewarding role will be responsible for building relationships in the community including, individuals, businesses, churches, organizations, and foundations. The Incumbent will work closely with the President & CEO, Board of Directors and other Habitat staff to involve them in the development of donor relationships.

Primary Responsibilities:

1. Develop and ensure the implementation of all annual fundraising goals, objectives and tactics to accomplish fund development and capacity building initiatives, including:
 - a. Annual direct mail, social media, and online giving day campaigns
 - b. Corporate giving, including tax credits and sponsorships
 - c. Donor giving circles and corresponding benefits
 - d. Major donors and planned giving

- e. Stewardship and recognition activities, such as thank you notes and calls, giving circle benefits, impact reports and other tactics that show appreciation
2. Cultivate, solicit, and steward current and prospective major donors. This position will have a goal of three donor visits per week. This position will also support other team members, including the Executive Director and the board in their donor cultivation, solicitation, and stewardship efforts.
3. Participate in public speaking and outreach opportunities to share information about Lancaster Lebanon Habitat for Humanity's goals and impact in the community.
4. Serve as the staff representative to the Development Committee to guide and create a team approach for implementing fundraising techniques aimed at building and sustaining donors and prospects at all levels of the gift pyramid.
5. Identify, write and monitor grant requests for the affiliate. Ensure compliance requirements are met.
6. Establish and execute best development practices by way of gift acceptance policy, gift acknowledgement, event invitations, record keeping, and monitoring of all donor data and relationships.
7. Report progress on fiscal year's fundraising plan by creating monthly internal reports and public-facing annual reports.
8. Manage collaborative fundraising relationship with Habitat for Humanity International, reviewing monthly data reports to create actional steps that deepen donor relationships
9. Work closely with Habitat team members to identify synergistic partnerships that extend across department areas.

This position description should not be construed to contain every function/responsibility that may be required by an incumbent in this job. Incumbents will need to perform other functions, as required.

Specifications:

- Demonstrated experience in soliciting five-figure gifts and above from individual and corporate donors.
- Proven track recorded in securing five-figure and above grants.
- Exceptional organization and record keeping, communication and interpersonal skills are essential.
- Able to work some evenings and weekends.
- Broad knowledge of all aspects of a mature fundraising program.
- Strong CRM/database proficiency with the ability to create reports, analyze donor data, and make strategic decisions based on that data.
- Bachelor's degree or equivalent work experience in fundraising, marketing, public relations, and/or sales.
- Eight years of direct experience in either fundraising or sales and marketing.
- Current CFRE Designation a plus.
- Capital Campaign experience a plus

Please send cover letter (required) and resume to jobs@llhfh.org

Lancaster Lebanon Habitat for Humanity is a nonprofit that builds, rehabs, and repairs homes in partnership with low-to-moderate-income families. Its vision is a world in which everyone has a decent place to call home.

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.

Effective: July 1, 2025