

## Coastal Empire Habitat for Humanity Inc. Job Description

Job Title: **Development Manager**  
FLSA: Status Non-Exempt  
Revision: date 12/12/2022  
Division: Development

Program: Development  
Report to: Chief Executive Officer  
Date Created: 5/4/2020

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### **POSITION DESCRIPTION:**

The Development Manager is responsible for improving marketing outreach to raise the funds necessary to deliver this change and increase our brand recognition.

- a. Create a fund development plan and hire development staff to execute plan. The plan will include annual giving, major gifts, retail, grants, and contracts.
- b. Develop two special events that will highlight and honor donors, staff and volunteers.
- c. Develop a committee of well-respected volunteers that will raise financial resources and provide in-kind support for the affiliate.
- d. Develop a marketing plan to promote agency including updated website, new marketing materials and public relations strategy.

This Development Manager is responsible for creating and administering the organization's development strategy. This position will coordinate grant-making, marketing, and special events in order to maintain, enhance, and diversify the organization's funding capabilities. This position will work closely with the Chief Executive Officer to develop and enrich constituent and donor relationships.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Responsible for collaborating with the Board of Directors and Chief Executive Officer to manage and coordinate all development strategies.
- Responsible to coordinate all administrative functions related to special events, media campaigns, planned giving, grant writing, promotions, cause-related marketing, and in-kind gifts.
- Responsible to develop and maintain communications with constituents, donors and prospective donors.
- Responsible to manage the implementation of Donor Rise.
- Maintain fundraising calendar.
- Responsible to work with the Executive Leadership Team to identify funds needed, and research preferred funding targets
- Responsible to manage and coordinate all public relations, media usage, and written communications to include the design, printing and distribution of marketing and communication materials for development efforts;
- Responsible to prepare reports for Chief Executive Officer and Board of Directors;
- Responsible to supervise assigned staff, consultants, and volunteers
- Work with CEO to coordinate, prepare and deliver oral presentations to groups/organizations as needed;
- Maintain a neat and safe working environment.
- Follow the Affiliate's Procurement and Personnel Policies and Procedures.

## **OTHER RESPONSIBILITIES**

- Recruit, train, and direct staff volunteer efforts related to department's plans and projects;
- Participates in Community activities related to the goals and objectives of the Authority and activities sponsored by the Authority;
- Perform other duties as are assigned.

## ***SUPERVISORY LEVEL***

Coordinates development team and volunteers

## ***EMPLOYMENT STANDARDS OR JOB REQUIREMENTS***

**Education, Training, Special Licenses:** Completion of a Bachelor degree; Must possess a valid Georgia Driver's License; Must have an acceptable Criminal Background Check and pre-employment Drug Screen.

**Experience:** Minimum of three (3) years in multi-faceted development and sales/marketing/public relations work in which you were fully responsible for outcomes; Experience in interpreting and implementing policies, rules and regulations; Experience must include use of spreadsheet software such as Microsoft Excel; database software; typing skills and computer literacy.

**Skill at:** Must be able to work in a high-demand position and be able to meet stringent deadlines; must be a self-starter, enthusiastic, aggressive, a people person, creative, goal-oriented, and a visionary; experience with and strong comprehension of how to develop long term, strategic relationships; must understand public, private and government funding requirements and proposals; must have a passion and strong appreciation for the mission of the organization; must be able to build relationships and work well with corporate and community leaders; must have a knowledge of the community, its funding sources and philosophies; requires customer service skill in dealing with the general public; communicating with a diverse population; and business telephone procedures and etiquette. Must be able to communicate written and verbally in the structure and content of the English language with attention to spelling, composition and grammar. Must also have the ability to organize office files, equipment, etc. and prioritize daily work.

**Equipment to be used:** Must be knowledgeable in the use of computers, copiers, and business telephones.

## ***TYPICAL PHYSICAL DEMANDS:***

Must be able to lift 30 to 50 pounds and carry 20 to 30 pounds; The job also requires manual dexterity sufficient to operate standard office equipment and requires normal range of vision and hearing or eye-hand coordination; In addition the job requires sitting at a desk for extended periods of time; May require driving within service area; Work schedule may require evenings and weekends.

Must submit to drug screening if drug use suspected

**TYPICAL MENTAL DEMANDS:**

Must be able to interpret and analyze statistical and financial information and identify problems; prepare technical reports for use by management; develop, monitor and submit budget reports; making oral presentations before groups; and be able to communicate written and orally using generally accepted grammar.

**WORKING CONDITIONS:**

This job is performed in a typical office setting.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed/Received by: \_\_\_\_\_ Date \_\_\_\_\_

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.