

# Resource Development Manager

**Reports to:** Executive Director  
**FLSA Status:** Exempt  
**Department:** Resource Development

## Position Overview

The Resource Development Manager leads the implementation of a structured giving campaign designed to produce sustainable revenue through a variety of fund-raising programs. Specifically, the Resource Development Manager will be responsible for campaign definition and execution; annual fund raising objectives; donor identification and cultivation, and the stewardship and recognition of sponsors who support Habitat's long term vision and mission.

## Job Responsibilities

The Resource Development Manager reports to the Executive Director of Habitat for Humanity Denton County. This position does not supervise direct reports.

### **Fundraising:**

- Define and implement strategies for the solicitation of funds required for "Habitat 20 by 2020" home-building campaign
- Manage and solicit an active portfolio of high-value donor prospects
- Design and implement tailored and effective cultivation, solicitation and stewardship campaigns for donors of different affiliations and motivations
- Meet annual and multi-year goals for donor cultivation, revenue, and stewardship in alignment with Denton County Habitat's goals
- Plan and implement donor-related campaigns and public/private fund-raising events and activities to identify, cultivate, solicit and engage new and existing donors
- Working with the Executive Director and the Board, recruit, manage and support a team of high-level volunteers and "Friends of Habitat," creating teams of ambassadors and volunteers needed to ensure program and event success
- Work closely with Marketing to align branding and messaging in order to educate and attract potential donors to Denton Habitat's long-term mission and vision
- Ensure a clear elaboration of benefits to donors for participation in Denton Habitat's mission, from social responsibility to naming rights
- Ensure all donors are acknowledged for giving
- Actively research for applicable grants on a regular basis and apply for grants from established funders as well as new funding sources

### **Management:**

- Oversee the planning and execution of fundraising events and cultivation activities, such as; Bikers Building Homes; Society of the Pink Hammer and other planned events
- Supervise the donor acknowledgement process: ensuring gifts are logged and donors receive prompt acknowledgement of gifts; preparing regular gift reports and running queries for the Executive Director
- Approve the timing and content of direct mail and social media campaigns related to fund raising, working collaboratively with Marketing

- Oversee donor recognition activities
- Ensure best practices in the design and execution of individual and organizational giving
- Maintain the highest degree of confidentiality with all Habitat matters and information
- Other duties as assigned; some Saturday and evening activities required

## Resource Development Manager

### Qualifications

- Bachelor's degree and 2+ year's professional experience in soliciting and cultivating donors
- Strong commitment to the mission of Habitat for Humanity
- Experience in Keystone or similar donor management systems
- Knowledgeable of best practices for a running fund raising campaigns
- Professional appearance and demeanor
- Strong leadership skills: able to enlist others in pursuing common goals
- Strong oral and written communication skills; able to effectively communicate Habitat's mission and case for support
- Able to successfully recruit and work with volunteers to support mission
- Comfortable working in a 'small shop' environment, handling multiple tasks
- Computer literate with word processing, database, spreadsheets and scheduling software; internet; social media and e-mail
- Ability to read, analyze, and interpret general business materials
- Ability to type 40 words per minute
- Able to lift up to 35 pounds
- Valid Texas driver's license and operational vehicle

### Apply Now

Please submit a cover letter, resume and salary requirements by email ONLY:  
[john@hfhdentoncounty.org](mailto:john@hfhdentoncounty.org)

No phone calls please.

*Applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, age, medical condition, physical or mental disability, pregnancy, veteran status, marital status or any other category protected by law in any employment-related decision.*