

POSITION: Director of Advancement

REPORTS TO: Executive Director

QUALIFICATIONS:

- Master's Degree in human services or business administration preferred; Bachelor's required.
- Preferred experience: Minimum of 10 years related work experience with leadership experience in fundraising, resource development, administration, and fiscal oversight. Program Development experience a plus.
- Staff/Volunteer management: Proven track record in developing a strong, cohesive, creative, high performing team.
- Successful public speaking and training/facilitation experience preferred.
- Technical Knowledge: Proficient with MS Office, including Word, Excel, PowerPoint, Outlook. Proficiency with using the internet for research purposes.
- Donor Relationship Management software knowledge required.

FUNCTION: Design and manage HabCenter's resource development strategies and donor marketing and communications, including: maintaining and enhancing existing successful initiatives and creating new revenue streams such as planned giving, endowments, major gifts, in-kind gifts, and capital campaigns; planning and implementing public relations and communications initiatives that build the HabCenter brand; and overseeing all Advancement staff to maintain superior donor relationships and meet measurable revenue goals.

ESSENTIAL RESPONSIBILITIES:

- Participate as a member of the Senior Management Team to provide a united, visible, and strong leadership presence across the organization to help instill new thinking, focus and prioritize efforts, and operationalize the Strategic Plan.
- Assist the ED and Senior Management Team in promoting the long-range plans and goals of the organization to the community.
- Oversee all aspects of Resource Development, including Corporate Partnerships, Major and Planned Gifts, Donor Relations and Special Events.
- Align long-term Advancement strategy with the organizational mission. Analyze strengths and weaknesses of resource development initiatives regularly, and implement new techniques and materials to improve outcomes.
- Analyze the progress of annual Advancement plan goals and metrics and make recommendations as needed.
- Develop and administer the Advancement budget.
- Implement and ensure effective maintenance of donor management software program.
- Work with the ED to develop and implement long- and short-term marketing and communication plans. Identify annual Marketing and Communications strategic/tactical goals, including public relations and online marketing.

- Design and execute a comprehensive, multi-faceted donor and stakeholder plan that supports the organization's strategies and objectives, builds relationships with key constituencies, and increases HabCenter's visibility in the community.
- Oversee resource development activities. Ensure that team members are invested in achieving Advancement goals.
- Cultivate relationship with board members; establish Advancement Goals for board members, and provide training and guidance.

Secondary Responsibilities:

- Maintain knowledge of current and evolving resource development trends, as well as economic, political, technical, and general business trends.
- Assist the ED in establishing and developing appropriate operating policies and procedures affecting resource development initiatives.
- Work with Development Staff to ensure that we create and implement a plan to cultivate and solicit our current and prospective donors.
- Work with Director of Social Services to educate volunteers and convert them to donors.
- Build and support a mindset of relationship management within the Resource Development Department and among key individuals across the organization.
- Cultivate and maintain positive relationships with volunteers, community and business leaders, donors, and staff.
- Educate staff, volunteers, and members of the business and financial community about HabCenter's resource development initiatives.
- Hire, train, manage, and evaluate Development team members.
- Ensure accurate and timely completion and/or approval of organizational documents, including but not limited to performance reviews, professional development plans, goals and objectives, timekeeping, expense and travel reimbursements, credit card reports, requisitions, and ongoing documentation of performance accomplishments and areas requiring improvement.
- Work with the Director of Social Services to recruit and ensure continuity of volunteers.