

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Compensation

Starting at \$45,000 based on experience

Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Wellness initiatives

Classification

Exempt

Reports to

Vice President of Development

Summary/Objective

The Development Officer is responsible for a portfolio of individual and corporate donors. The Development Officer's main role is to involve our donors, sponsors and partners in our mission as it is meaningful to them while securing the funding to meet the organizations fiscal goals. These responsibilities include cultivation, solicitation, and stewardship in accordance with the department's fundraising plan.

Essential Functions

1. Manage a portfolio of individual and corporate donors and prospects.
2. Solicit gifts on behalf of the organization using various ways of support such as individual and major giving, event and volunteer sponsorship, planned giving, etc.
3. Identify and qualify new prospective donors to continue to grow the organizational donor base.
4. Have a clear understanding of the organization's annual and monthly financial goals.
5. Successfully execute the department's development plan to engage individual donors, diversify our donor base, maintain, and grow corporate support as part of the department's effort to reach monthly and annual fundraising goals.
6. Have a clear understanding of Salesforce database and data entry standards.
7. Maintain files and records on prospects and donors in Salesforce.
8. Create and execute personalized stewardship plans.
9. Work collaboratively with other members of the Development Team (Marketing, Grants, etc.).
10. Engage in networking opportunities with the goal of increasing the prospective donor base.

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11. Effectively and passionately communicate our mission and outcomes to donors.
12. Always represent the organization positively.
13. Provide weekly and monthly report to the Vice President of Development regarding appointments, meetings and pipeline of donors and prospects.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Experience in managing and tracking multiple prospects and donors
3. Ability to function effectively with a minimum of daily direction and support
4. Can solve problems and make decisions independently in a creative and effective manner
5. Proficient in Microsoft Office Suite
6. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
7. Knowledge of the MOVES management system
8. Ability to work independently as well as in a team
9. Have a strong knowledge of fundraising best practices, and current trends in charitable giving
10. Outstanding presentation skills
11. Outstanding written and verbal communication skills
12. Must adhere to the highest ethical standards and convey sensitivity to the needs of donors

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds.

Position Type/Expected Hours of Work

This is a full-time, salaried position and hours of work and days are Monday through Friday, 9 a.m. to 5 p.m. Some early morning, evenings and weekends may be required.

Travel

Travel, if any, is primarily local during the business hours and mileage is reimbursed.

Required Education and Experience

Bachelor's Degree in Nonprofit Management or related field or three years' experience fundraising with a nonprofit organization

Knowledge of Customer Relations Management system, Salesforce is preferred

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Must exhibit strong fiscal responsibility; requires credit check



Development Officer

POSITION DESCRIPTION

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resume and cover letter to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

4/26/2022

POSITION DESCRIPTION

Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.