



**Job Title:** Director of Development  
**Department:** Community Engagement  
**Supervisor:** VP of Development and Communications  
**Direct Reports:** Development Specialist, Grants Specialist  
**FLSA Status:** Exempt  
**Approval Date:** April 9, 2024  
**Pay Range:** \$70,000 - \$90,000 annualized salary with full benefit package  
**Schedule:** Monday – Friday; 8AM – 4PM, with occasional nights and weekends as required

**ORGANIZATION OVERVIEW:**

Founded in 1981, Pensacola Habitat for Humanity is a non-profit, non-denominational, Christian ministry whose purpose is to improve communities through sustainable partnerships. Having built and renovated more than 1,600 homes, Pensacola Habitat seeks new and innovative ways to positively impact the community through various meaningful projects, including our Home Buyer and Community Development programs. Pensacola Habitat for Humanity offers unique financing opportunities to qualified applicants to provide affordable homeownership in Escambia and Santa Rosa counties. We are also the ONLY Habitat for Humanity affiliate who is also a NeighborWorks Charter Member. Pensacola Habitat is an affiliate of Habitat for Humanity International and follows HFHI’s non-proselytizing policy.

**Our mission:** Seeking to put God’s love into action, Pensacola Habitat for Humanity brings people together to build homes, communities, and hope.

**Our vision:** A world where everyone has a decent place to live.

**GENERAL DESCRIPTION:**

The Director of Development will lead the charge in all aspects of grants management and fundraising efforts, critical for advancing Pensacola Habitat's mission, strategic plan and revenue goals. Key attributes for success include confidence, collaboration, a hands-on approach, and results-driven leadership. They must adeptly communicate clear and compelling cases for support, ensuring the organization's growth and sustainability. This role involves engaging and retaining an array of grant funders, partners and donors, articulating the organization's impact, and securing financial backing through engagement, solicitation, closure, and stewardship. The ideal candidate will be instrumental in ensuring ongoing sustainable growth and impactful community outcomes.

**CORE RESPONSIBILITIES:**

- Assist the VP of Development in annual budget development and oversight; creating and executing a comprehensive \$2M+ annual grants management and fundraising plan to achieve annual fundraising goals to support the organization’s strategic plan to ensure steady growth and sustainability of the organization over the next 3-5 years+.
- Assist in managing a portfolio of grants and individual donors and prospects with a capacity of \$1,000+ award/gift potential toward a specific project and/or an annual fundraising goal.
- Support and cultivate new sources of revenue by creatively and strategically expanding the existing funder/donor base with an increased focus on major/projects and planned giving.
- Support the creation of individualized cultivation plans for each prospective/funder/donor that leads to successfully retaining or upgrading funders/donors and awards/gifts as appropriate using innovative projects, programs, the annual Gala, other special events, and build days as incentives.
- Demonstrate and maintain a keen sense of curiosity for funding partners, prospects and donors, seek to crack the code on what compels each funder/donor to give substantially by asking the right questions, and be able to personally adapt as needed to meet the interests of prospects and funder/donors.

- Assist Resource Development committee members and funder/donors who collaborate with us as fundraising volunteers. Provide strategies, plans, and materials to support their efforts to cultivate and solicit prospects/funders/donors on our behalf. Provide opportunities for engagement and moves management to cultivate and steward relationships effectively throughout the year.
- Manage a comprehensive grants program; secure funding (and in-kind items) that supports the organization's strategic plan, and at times pushes the organizational ceiling to build capacity to serve; including research, relationship building, proposal writing, tracking, and reporting requirements, etc.
- Develop/maintain the existing/new funder/donor database and use industry best-practices and data analysis to inform project, program and fundraising strategies and decision-making.
- Manage appropriate systems for timely execution of funder/donor acknowledgments and reports and fulfillment of funder/donor impacts/benefits.
- Ensure compliance with all applicable laws, regulations, and ethical standards related to grants management, fundraising, and development activities.
- Stay current on best practices and trends in nonprofit grant research and writing, fundraising and development and implement/support new ideas and strategies as appropriate.
- Work with the VP of Development on tasks as needed.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Well organized and detail oriented.
- Excellent verbal and written communication skills.
- Effective leadership and team building skills.
- Self-motivated, able to work independently with minimal supervision.
- Organizing, planning, and budgeting skills.
- Excellent computer skills with knowledge of Office 365, knowledge of Salesforce and other fundraising and grants software is a plus.

**EDUCATION, EXPERIENCE:**

- College degree required; advanced degree preferred.
- Certified Fund-Raising Executive (CFRE) Certification preferred. Prior nonprofit experience preferred.
- A passionate commitment to working for a progressive organization committed to the goals of affordable housing.
- Proven experience building and growing a comprehensive grants and fundraising program with a particular focus on grants; major, annual, corporate, and foundation awards/giving and achieving annual fundraising goals in excess of \$2M+ annually.
- 2+ years grant writing and fundraising experience required, with a proven track record of success in securing five figure gifts and building funder/donor relationships.
- Must have experience in writing/editing for general publication as well as experience in persuasive, technical and collaborative grant writing styles and preparation (writing samples required with application).
- Must be experienced and comfortable managing multiple complex grants/projects simultaneously.
- Must have experience supervising subordinate staff, both compensated and non-compensated.
- Demonstrate servant leadership, embody the mission of Pensacola Habitat, and exemplify a collaborative, decisive, motivating, and engaging communication style.
- Must be able to work with people from every level of the community with respect and dignity.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

This position is primarily performed in an office setting and may require sitting for long periods of time. On occasion, this employee may work offsite and perform other tasks that may require repetitive lifting of up to 25lbs.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

Please note that this job description reflects the essential functions for this role but is not designed to be comprehensive and does not restrict the tasks that may be assigned. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**BENEFITS**

- Health Insurance
- Dental
- Vision
- Short/Long Term Disability
- Life Insurance
- Accident Insurance
- Cancer Insurance
- 403(b)
- Monthly Wellness Benefit
- Paid Time Off
- Holiday Pay

*Pensacola Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*